

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on December 10, 2024, at 6:00 pm.**

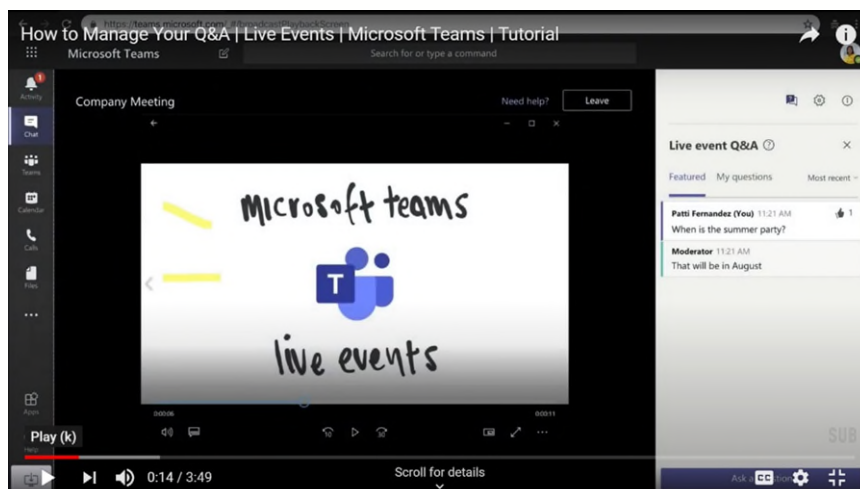
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

To participate in the meeting please click on this link: [Follow Link](#)

To guide you, the following is information on how to join a live event in MS Teams:

[Attend a Live Event in Microsoft Teams](#)

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.



RESOURCES COMMITTEE
School Board Office
December 10, 2024 – 6:00 p.m.

A G E N D A

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. REPORT (page 3)

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 EFAP Services Contract – Fred Hibbs (page 6)

4.2 25/26 Budget Principles, Assertions and Process – Harold Cull (page 38)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 25/26 budget principles, assertions and process as outlined at the December 10, 2024, Resources Committee meeting.

4.3 Capital Asset Management Strategy – Harold Cull (page 41)

4.4 Transportation Update – Randy Cobb (page 44)

5. ADJOURNMENT

6. NEXT MEETING DATE: January 14, 2025



Committee Report of Resources Committee Meeting of November 12, 2024

Present: Christine Lervold, Trustee (Committee Chair)
 Ebony Logins, Trustee (Committee Member)
 Amanda Dowhy, Trustee
 Paul Block, Superintendent
 Harold Cull, Secretary Treasurer
 Monica Braniff, Deputy Superintendent
 Ceilidh Deichmann, SPVPA
 Ed Berlando, STA
 Tom Davis, SPEAC
 Trudy Court, CUPE
 David Lee-Bonar, Assistant Secretary Treasurer
 Mhairi Bennett, Director, Facilities
 Mark Kaercher, District Principal, Capital Planning
 Nicole Gestwa, Network Analyst, Digital Solutions

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated October 8, 2024, at its Public Board Meeting on October 22, 2024.

3. PRESENTATIONS

4. BUSINESS

4.1 Catchment Changes – David Cameron Catchment – Mark Kaercher

Mark Kaercher spoke to the continued growth in student enrolment and subsequent new school construction and expansions that prompted this review of school capacities and catchment areas. Staff are proposing to change the pathway for David Cameron students from Centre Mountain Lellum to Spencer Middle School to balance enrolment in our middle schools. The process will follow Board policy with a full consultation process and transition period to



provide options for families to consider with full implementation targeted for September 2026.

4.2 Quarter 1 Financial Forecast – David Lee-Bonar

David Lee-Bonar presented a financial forecast based on actual revenues and expenditures as at September 30, 2024. Due to a significant number of outstanding items to be estimated, forecasting accurately is difficult and is historically understated in this quarter. Staff estimate a surplus of \$2.453 million (1.38%) which is \$850,982 less than the budgeted surplus but does include space mitigation strategies as we begin planning for the spaces required for September 2025. Assumptions used in the forecast and next steps were explained.

The Committee discussed several items of the forecast and supported the following motion going forward to the Board for their consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 12, 2024.

4.3 Quarter 1 Minor Capital Update – Mhairi Bennett

Mhairi Bennett provided an updated on the minor capital projects that have been supported by the Ministry of Education and Child Care for 2024/25. A video of the kitchen upgrade at Savory was highlighted which reflected the great partnerships between many groups.

The Committee supported the following motion going forward to the Board for their consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 12, 2024.

4.4 Community Rental Strategy – Mhairi Bennett

Mhairi Bennett presented options of school rental strategies to the community, and summarized challenges and benefits associated with each. The Committee discussed the challenges in renting spaces and the previous discussions of the Board and Committee on this issue. The Committee also discussed the differences between renting out gyms, classrooms and fields. Trustees recommended reaching out to our municipalities to discuss the space needs of our communities and how we can continue to address those needs. The intent of the discussions is for staff to receive confirmation from the Board on which rental strategy to pursue and will create a rental fee schedule necessary to support it for implementation in 2025/26.

The Committee supported the following motion going forward to the Board for their





consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Sustainable Rental Strategy as presented at the Resources Committee Meeting of November 12, 2024.

5. **ADJOURNMENT AND NEXT MEETING DATE:** December 10, 2024





**Committee Info Note
Resources Committee Meeting
December 10, 2024**

Agenda Item 4.1: New Employee & Family Assistance Program (EFAP) Service Agreement

Background:

1. The district conducted a Request for Proposals (RFP) process during the first half of the 2024/25 school year for the provision of EFAP services to SD62 employees and their families. An RFP is a standardized bid solicitation process and is often utilized by public sector employers to procure goods and services. The last time that SD62 completed an RFP in relation to the EFAP was 2013.
2. An RFP Evaluation Committee was created to lead the district through the RFP process and choose the successful proponent. The committee members are:
 - Scott Higbie – Manager, Financial Services
 - Kathryn Roy – Coordinator, Employee Attendance Support & Wellness
 - Fred Hibbs – Executive Director, Human Resources
3. To assist the Evaluation Committee, an Advisory Panel, made up of a cross-section of internal partners, participated in the process. The Advisory Panel consisted of:
 - Edward Berlando – Local Rep, STA
 - Dana Savage – Vice President, CUPE Local 459
 - Ruchi McArthur – Co-president, SPVPA
 - David Lee Bonar – Assistant Secretary Treasurer (representing exempt employees)

Current Context:

4. With the assistance of the Advisory Panel, the Evaluation Committee developed a detailed project plan to oversee the project (see Appendix A).
5. To help inform the decision regarding an EFAP provider, the Evaluation Committee conducted:
 - an employee survey to review current experiences and future expectations related to EFAP services;
 - a formal review of the current EFAP services available in the marketplace; and
 - an analysis of the ability of various service providers to meet the EFAP needs of employees and their families within existing budgetary parameters.

6. 745 employees responded to the survey and outlined their EFAP priorities as shown in the table below. Employees also provided comments regarding their expectations of an EFAP Service Provider, including:
- Access to multiple counselling sessions when dealing with significant mental health challenges
 - Timely responses to inquiries and counselling requests
 - An easy and quick booking process for counselling sessions
 - Initial counselling appointments guaranteed to be within a short period of time from initial call
 - Local, in-person counselling with appointment availability during evenings and weekends
 - Some ability to choose a counsellor to meet the employee's unique needs
 - Counsellors who have a positive and pleasant rapport
 - Counsellors who have experience with trauma, disabilities, and other mental health conditions
 - Having the ability to work with the same counsellor following conclusion of EFAP sessions
 - Confidentiality in all service offerings

EFAP Priorities as identified by SD62 employees

EFAP Service Offerings	Employee Survey Rankings									Weighted Score	Priority Ranking
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th		
Counselling for yourself	318	97	39	22	17	7	2	4	8	4,178	Top
Counselling for your family	97	165	38	36	36	20	22	13	13	3,040	High
Financial advice	32	64	71	89	60	42	25	26	13	2,439	Moderate
Self guided programs to improve mental health	26	52	88	64	39	39	55	31	14	2,242	
Nutritional advice	38	54	72	48	54	35	35	24	35	2,164	
Legal advice	33	46	76	52	44	49	36	37	34	2,141	
Career counselling	13	26	49	47	53	46	43	40	40	1,648	Low
Online resource library of videos and articles	16	28	28	31	42	47	37	60	60	1,439	
Online group counselling	0	14	26	28	24	38	51	59	68	1,073	Very Low

7. The RFP was posted on BC Bid throughout the month of October (See Appendix B). Seven (7) proponents responded. Following the detailed list of requirements outlined in the RFP, the Evaluation Committee reviewed several hundred pages of submitted material to choose a shortlist of three (3) proponents.
8. The shortlisted proponents continued to the final stage of the selection process, i.e. proponent presentations. The Evaluation Committee, aided by the Advisory Panel, completed the proponent presentations on November 15th. The Evaluation Committee then determined the highest scoring proponent.
9. The current EFAP provider, Telus Health, charges \$5.94 per eligible employee per month for the provision of standard EFAP services. There are supplemental fees associated with additional services (e.g. providing mental health professional development activities at SD62).
10. The total EFAP budget for the 2024/25 school year is \$166,406. The Evaluation Committee is confident that a new EFAP provider can provide a robust program within existing budgetary parameters.

Future Actions:

11. In keeping with the project timeline, the next steps in the RFP process include:

- Negotiating and finalizing a Service Agreement with the highest scoring proponent. If acceptable terms cannot be achieved, the next highest scoring proponent will be engaged.
- Reporting to the Board Resources Committee regarding the RFP outcome.
- Setting-up the EFAP with the successful proponent.
- Developing and delivering an employee communication/education plan regarding the new EFAP.

On behalf of the RFP Evaluation Committee

Respectfully submitted,

Fred Hibbs BPA, MIR

Executive Director, Human Resources

Appendix A – Project Timeline

#	Date	Description	Responsible
✓	Wed, Aug 28	RFP project launch meeting	Evaluation Committee
✓	Fri, Aug. 30	Get EFAP Employee Survey from SD63 and adapt for use at SD62	Kathryn, Christine
✓	Fri, Aug. 30	Finalize wording of employee survey to solicit feedback regarding EFAP services	Kathryn, Christine, Fred
✓	Tue, Sep. 03	Review RFP project timeline with Executive Team	Fred
✓	Week of Sep. 03	Prepare employee survey delivery with Digital Solutions	Christine, Harpreet
✓	Week of Sep. 03	Contact Telus Health to request/secure a month-to-month extension of current EFAP contract	Kathryn
✓	Thu, Sep. 05	Meet with employee representatives to review RFP project timeline	Fred, Kathryn Advisory Panel
✓	Fri, Sep. 06	Complete first draft of RFP document	Evaluation Committee
✓	Mon, Sep. 09	Launch employee survey	Christine, Harpreet
✓	Fri, Sep. 20	Close employee survey	Christine, Harpreet
✓	Week of Sep 23	Update draft of RFP document based on feedback from employee survey	Evaluation Committee
✓	Tue, Oct 01	Launch RFP on BC Bid	Scott
✓	Tue, Oct 15	Deadline for questions from RFP proponents	Scott
✓	Wed, Oct 16	Prepare and post RFP addenda to BC Bid	Evaluation Committee
✓	Fri, Oct 25	Close RFP on BC Bid and collate responses	Scott
✓	Tue, Oct 29	Grade proponent submissions – Meeting #1	Evaluation Committee
✓	Mon, Nov 4	Grade proponent submissions – Meeting #2	Evaluation Committee
✓	Wed, Nov 6	Grade proponent submissions – Meeting #3	Evaluation Committee
✓	Wed, Nov 6	Select shortlisted proponents and invite to presentations. Shortlisted proponents are: Greenshield Health, Homewood Health, and Walmsley EFAP Inc.	Evaluation Committee
✓	Tue, Nov. 12 – Thu, Nov. 14	Complete three (3) reference checks for each shortlisted proponent	Kathryn
✓	Thu, Nov. 14	Score reference check results	Evaluation Committee
✓	Fri, Nov 15	Presentations from shortlisted proponents	Evaluation Committee Advisory Panel
✓	Fri, Nov 15	Receive feedback from Advisory Panel members regarding presentations	Evaluation Committee Advisory Panel
✓	Fri, Nov 15	Selection of successful proponent	Evaluation Committee
⦿	Mon, Nov 18 – Fri, Dec. 6	Negotiate and finalize contract with successful proponent	Fred, Kathryn, Scott, David
⦿	Tue, Dec. 10	Report to Board Resources Committee regarding RFP outcome	Fred
27	Mon, Nov 25 – Launch	Set-up EFAP with successful proponent	Christine, Kathryn Proponent Representatives
28	Mon, Nov 25 – Launch	Employee communications / education regarding EFAP	Fred, Christine, Kathryn Proponent Representatives
29	February 1 st , 2025	Most likely EFAP Launch date (backup date is March 1, 2025)	Christine, Kathryn Proponent Representatives

✓ = Complete

⦿ = In progress

APPENDIX B

SD62 Employee & Family Assistance Program Request for Proposals



RECEIPT ACKNOWLEDGEMENT FORM

PROPOSAL NUMBER: SD62 2025-520

PROPOSAL NAME: EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

To acknowledge your intent to respond to this solicitation, interested parties should return this form immediately to:

Attention: Kathryn Roy, School District No. 62 (Sooke)

Email: kroy@sd62.bc.ca

Proponent Contact Information

Company Name			
Street Address			
City, Province		Postal Code	
Mailing Address (if different from above)			
Contact Person Name			
Contact Person Title			
Office Phone Number			
Cellphone Number			
Email Address			

It is the sole responsibility of the Proponent to continue to monitor the BC Bid website for further information and addenda pertaining to this solicitation which may be posted up to and including closing time.

CLOSING DATE

October 25, 2025 at 2:00p.m. Pacific Time

Proposals must be returned as specified in Section 1.1, INSTRUCTIONS TO PROPONENTS.

The Proposal number and name should appear on the subject line of the email.

BY EMAIL ONLY TO:

kroy@sd62.bc.ca

PROPOSAL DESCRIPTION:

School District No. 62 (Sooke) requires the services of a single, qualified, and competent provider to deliver a comprehensive Employee and Family Assistance Program to approximately 2,000 eligible District employees and their family members. The term of the Contract is for three (3) years with two (2) one (1) year optional extensions, at the sole discretion of the District. The Contract is expected to commence within the first quarter of the 2025 calendar year.

PROPOSAL SECTIONS:

- 1.0 Instructions to Proponents
- 2.0 General Conditions
- 3.0 Special Conditions
- 4.0 Requirements and Project Scope
- 5.0 Mandatory Proposal Requirements
- 6.0 Desirable Proposal Response Requirements
- 7.0 Evaluation Criteria and Process
- 8.0 Proponent Acknowledgement and Addenda
- 9.0 Pricing

CONTACT PERSON:

Kathryn Roy (she/her)

Attendance Support and Wellness Coordinator

Health, Safety & Wellness Department

School District No. 62 (Sooke)

Email: kroy@sd62.bc.ca

SECTION 1.0 – INSTRUCTIONS TO PROPONENTS

1.1 Proposal Closing

Proposals together with all other documents required will be received by email to kroy@sd62.bc.ca by no later than:

Friday October 25, 2024 at 2:00:00 p.m. local time (Pacific Time).

It is the Proponent's responsibility to allow sufficient time to email their Proposal by the time and date specified above. Proposals received after the closing time will not be accepted.

Proposals will be awarded on or around **November 15, 2024**.

1.2 Request for Proposal Terminology

- a) **“Request for Proposals”** or **“RFP”** – shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposal;
- b) **“Proponent”** – means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
- c) **“Proposal”** – means a Proposal submitted in response to the RFP;
- d) **“EFAP”** – means Employee and Family Assistance Program;
- e) **“Agreement”** or **“Contract”** – means a written agreement for services or School District Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the District based on the Proposal submitted and will incorporate by reference the Request for Proposals, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the District;
- f) **“Contractor”** or **“Service Provider”** – means the successful Proponent awarded the Contract for supply of goods or services;
- g) **“School District”** or **“District”** – means School District No. 62 (Sooke);
- h) **“must”** or **“mandatory”** – means a requirement that must be met in order for a Proposal to receive consideration;
- i) **“should”,** or **“desirable”** – refers to a requirement having a significant degree of importance to the objectives of the Request for Proposal and which the District may in its sole discretion elect to treat the failure to fulfil as grounds for rejection of a Proposal.

SECTION 1.0 – INSTRUCTIONS TO PROPONENTS

1.3 Conduct of the Contract/Enquiries

Unless otherwise stated, the Secretary-Treasurer or their designate has conduct of the contract. Any enquiries regarding this Proposal, including requests for information and clarification must be directed, by email, to the following person only:

Kathryn Roy
Email: kroy@sd62.bc.ca

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the School District. Any and all addenda will be posted on the BC Bid website.

1.4 Ownership of Proposals and Freedom of Information

Information provided in response to this Request for Proposal is subject to the Freedom of Information and Protection of Privacy Act. The Act provides that information received will be used solely for the purpose for which it is collected. The District considers that Proposals made in response to this Request for Proposal to be of a proprietary and confidential nature and does not routinely release their content except for the names of those who submitted Proposals and the result of the decision which will include the name of the successful proponent and may include the total awarded price. If a request is made under the Act for access to your Proposal, it will be considered under the Act. All documents submitted to the School District become the property of the District.

1.5 Emailed Proposals

Only emailed Proposals will be accepted. In order to be considered, Proposals are to be submitted with the Proposal name and number in the email subject line to kroy@sd62.bc.ca on or before the closing time and date stated on the face of this Request for Proposal.

1.6 Signature Required

All Proposals must be signed in the place provided on the Proponent Acknowledgement page by an officer or employee having authority to bind the Proponent by their signature.

Provided that this Proposal is accepted by March 31, 2025, the signatory agrees, on behalf of the company named, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the Proponent's response, any and all addendum which shall together form the agreement. This Proposal is valid and enforceable until March 31, 2025. In accordance with the terms, conditions, instructions, and specifications the signatory agrees to supply products and services at the prices quoted.

SECTION 1.0 – INSTRUCTIONS TO PROPONENTS

1.7 Acceptance

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a Proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the School District.

The right is reserved, as the interests of the School District may require, to reject any or all Proposals or to accept any part of any Proposal and to waive any informality or irregularity in Proposals received.

Proposals which contain qualifying conditions or otherwise fail to conform to these Proposal documents may be disqualified or rejected.

The award of any Contract shall be based on the evaluation of the Proposals by the District on any basis, including but not limited to the following criteria:

- a) the overall cost impact of the Proposal on the operations of the School District;
- b) the reputation and experience of the Proponent and of the Proponent's staff to be allocated to the work, the supply of the goods and services or the supply of any equipment required by this Request for Proposal;
- c) the technical credibility, financial resources, and environmental responsibility of the Proponent;
- d) the School District's assessment of the capability of the Proponent and the Proponent's staff to supply the goods, and services within the time frame required by the District;
- e) the best value to the School District based on quality, service, price, delivery, and any criteria set out herein based solely on the District's assessment of the Proposal;
- f) the potential savings, including supervision, communication and administrative work, which may arise from dealing with fewer Proponents.

1.8 Revisions

In the event that a Proponent determines that a revision must be made to a Proposal that has already been submitted by email, and provided that the closing date and time have not passed, the Proponent will be permitted to amend their Proposal in writing via e-mail to the contact person listed in Section 1.3 above.

It is the Proponent's responsibility to allow sufficient time to deliver a revision to the School District, by the closing date and time, by email. The revision must reference the Proposal name and number in the email subject line.

SECTION 1.0 – INSTRUCTIONS TO PROPONENTS

The revision must state only the amount by which a unit price is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular wording. The School District assumes no responsibility for Proposal revisions that are not received by email, at the time of the Proposal closing.

1.9 Addenda

The School District reserves the right to issue Proposal addendum documents. Any questions will be received by The District by October 15, 2024 and no further addenda will be posted after October 16, 2024. It shall be the duty of each Proponent to ensure that all addenda have been obtained from BC Bid and acknowledged in Section 8 of the Proponent Acknowledgment/Addenda.

1.10 Withdrawal

Proposals may be withdrawn by written notice only, provided such notice is received at the School District office by email kroy@sd62.bc.ca prior to the closing time and date set for receiving Proposals. Upon closing all Proposals become irrevocable.

1.11 Priority of Terms

Where "Special Conditions" are attached hereto, they will take precedence over "General Conditions" or "Instructions to Proponents". Plans and specifications shall take precedence over all of the above. Later documents shall take precedence over earlier ones.

1.12 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the School District, if any. If the School District elects to reject any or all Proposals, the District will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

1.13 Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal and the Proponent, by submitting a Proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

SECTION 1.0 – INSTRUCTIONS TO PROPONENTS

1.14 BC Bid

It is the sole responsibility of the Proponent to continue to monitor the BC Bid website at <https://bcbid.gov.bc.ca> for further information and addenda pertaining to this Request for Proposal.

1.15 Language

Proposals must be submitted in English.

***** END OF SECTION 1.0 *****

SECTION 2.0 – GENERAL CONDITIONS

2.1 Evaluation and Selection

The Contract will be awarded in accordance with the criteria set out in Clause 1.7 “Acceptance” in the Instructions to Proponents and any additional criteria set out in these General Conditions and any Special Conditions attached hereto.

The School District reserves the right in its sole discretion to not be bound to award a Contract to the Proponent offering the lowest price.

2.2 Proposal Evaluation Process

The District will form an Evaluation Committee. The Proposals submitted will be evaluated by the committee against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and evaluated against the desirable criteria.

Following the closure of this RFP on BC Bid, responses will be collated and a selection of Proponents will be shortlisted. The shortlisted Proponents will be notified via email of such by November 8, 2024. Shortlisted Proponents will be asked to provide a short presentation on their services offered and respond to questions from the EFAP Selection & Advisory Committees. Presentations will occur on Thursday November 14, 2024 or Friday November 15, 2024.

The successful Proponent will be notified on or around November 15, 2024.

The District’s intention is to choose the Proponent with the highest overall score, provided the School District, at its sole discretion, deems the results of any reference checks to be satisfactory.

2.3 Proposal Rejection

The School District reserves the right to reject any Proposal submissions/pre-qualification submissions from companies that are, or whose principals are, at the time of proposing/pre-qualifying, engaged in a lawsuit against the member of the School District in relation to work similar to that being proposed/pre-qualified.

2.4 Negotiation

If a satisfactory agreement cannot be negotiated within thirty days of notification of the award of the Request for Proposal, the School District may, at its sole discretion at any time thereafter, terminate negotiations with the Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

SECTION 2.0 – GENERAL CONDITIONS

2.5 Debrief

All Proponents will be notified by email of the results of this Request for Proposal. Unsuccessful Proponents may request a debriefing meeting by sending an email to the District contact by no later than November 29, 2024 at 2:00pm PST.

2.6 Default

The School District may, by notice of default to the Proponent, terminate in whole or in part, the Contract if the Proponent fails to make delivery of the item(s) or services or to perform any provision of this Contract within the time specified or within a reasonable time if no time is specified.

In the event the School District does terminate the Contract in whole or in part, as specified above, the School District may procure items or services similar to those so terminated and the Proponent will be liable to the School District for any excess costs for such similar materials, equipment and/or services.

The Proponent will not be liable for any excess costs if failure to perform is due to strike, lockout, or Acts of God. The District will not be liable where delivery sites are not available due to strike, lockout, or Acts of God.

2.7 Currency and Taxes

Proposals submitted must be in Canadian dollars and are to INCLUDE all applicable Canadian excise taxes and tariffs, but should EXCLUDE the Goods and Services Tax (GST) and Provincial Sales Tax (PST) if applicable.

2.8 Invoicing and Payment Terms

The School District's payment terms are Net 30 days after acceptance of goods or services or receipt of invoice, whichever is later. Invoices, quoting the Purchase Order number, should be submitted to:

School District No. 62 (Sooke)
Accounts Payable
accounts@sd62.bc.ca

2.9 Extras

No payment for extras will be made unless the extras have been approved in writing in advance by the District contact or delegate.

SECTION 2.0 – GENERAL CONDITIONS

2.10 Compliance with Laws

The successful Proponent will give all notices and obtain all the licenses and permits required to perform the work. The successful Proponent will comply with all laws applicable to the work or performance of the Contract.

2.11 Jurisdiction

Any legal dispute arising under this Contract not resolved by the District and the Proponent will be resolved according to the laws of the Province of British Columbia.

2.12 Arbitration

All disputes arising out of or in connection with the Contract will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Commercial Arbitration Act.

2.13 Assignment

The Proponent will not, without written consent of the School District, assign or transfer this Contract or any part thereof.

2.14 Sub-Contracting

All Sub-Contractors should be clearly identified in the Proposal submissions. This includes a joint submission by two Proponents having no formal corporate links. Proponents submitting a joint Proposal should clearly identify in the Proposal the Proponent that will be responsible for successful performance of the Contract. Proposals should include a list of names of approved Sub-Contractors to be included in the Contract. No changes or additional Sub-Contractors will be permitted without the written consent of the District.

2.15 Indemnity

For anything done or supplied in connection with this Contract, the Proponent shall indemnify and save harmless the District, its officers, agents, and employees from and against claims relating to labour, materials, inventions, copyrights, trademarks or patents, and from all such claims in the subsequent use and operation thereof after delivery to the District.

SECTION 2.0 – GENERAL CONDITIONS

The Proponent shall be responsible for any and all damages or claims for injuries or accidents done or caused by them or by any of their operations or by their employees, or from any failure, neglect or omission on their part or on the part of their employees, and covenants and agrees to hold the School District harmless and indemnified from and against all such damages and claims for damage.

2.16 Removal From Qualified Proponents' List

The School to determine whether the Proponent should be retained or District reserves the right to review the performance record of any Proponent who defaults on any deliveries or services. The review will be used deleted from the approved qualified Proponents' List.

2.17 Notices

Any notice required to be given in this contract shall be deemed to be duly given to the School District by e-mail to kroy@sd62.bc.ca and to the Proponent if delivered to or sent by email to the address set forth in the Proposal.

2.18 Conflict of Interest

The Proponent ensures that no employee(s) of the School District are, will be, or have become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise, howsoever in or on the performance of the Contract, or in any portion of the profits thereof, or of any service to be provided herein, or in any monies to be derived there from.

2.19 Liability for Errors

While the School District has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the School District, 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 matter addressed in this Request for Proposal.

2.20 Criminal Records Check

Criminal record checks will be conducted on persons engaged in service contracts where the nature of the service will involve working directly with children or having, or potentially having, unsupervised access to children.

SECTION 2.0 – GENERAL CONDITIONS

It is the responsibility of the Contractor and Contract Originator to ensure that all individuals working under the Contract are in compliance with the Criminal Records Review Act. To meet the requirements of the Act, an authorization form for Criminal Records Check should be obtained from the Ministry of Justice, Criminal Records Review for each individual bound by terms of the Contract. The forms must be completed for each employee assigned to the Contract and returned to The Ministry of Public Safety and Solicitor-General for processing, prior to the commencement of the Contract. The Contractor is responsible for the processing fee charged by the Ministry of Public Safety and Solicitor-General.

New criminal record checks must be completed each time the Contract is renewed.

2.22 Time is of the Essence

Time shall be of the essence in this Contract.

2.23 Termination of Contract

The School District reserves the right to cancel any Contract with sixty (60) days written notice if, in the opinion of the School District, the Contractor is not fulfilling the terms and conditions of the Contract, or non-conformance to the terms and conditions of the Contract by one party, or failure of the parties to negotiate a mutually acceptable adjustment of prices, or mutually written agreement by both parties.

2.24 WorkSafeBC

The Contractor will provide a current clearance letter confirming they are active and in good standing with WorkSafeBC. The Contractor will provide an annual clearance letter confirming the Contractor is still in active and in good standing with WorkSafeBC.

Proof of registration must be provided to the District prior to commencing operations.

***** END OF SECTION 2.0 *****

SECTION 3.0 – SPECIAL CONDITIONS

3.1 Interpretation and Addenda

Enquiries and responses may be distributed to all Proponents in the form of an addendum at the discretion of the School District. Addenda will be posted on the BC Bid website. It is the Proponent's sole responsibility to check the BC Bid website for any addenda issued prior to the closing date. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the BC Bid website and deemed to have considered the information for inclusion in the Proposal submitted.

Proponents should acknowledge the receipt of all addenda to the Request for Proposal documents on the Proponent Acknowledgment/Addenda as shown in Section 8 of this document.

3.2 Cost of Contract

The cost of the Contract must be based on an all-inclusive annual twelve (12) month lump-sum cost. It will include all costs of evaluation of clients, counselling of clients, referral services, providing evaluation and quarterly reports, annual marketing costs to raise awareness of the services offered, training costs and attendance by the coordinator at meetings with the School District as required. It will include twenty-four (24) hour access to services for all clients.

The excluded costs will include counselling over and above those limits specified in the Request for Proposal and which are for services which have been specifically approved by the Director of Human Resources or delegate as an extra charge.

The payment for the EFAP services must be invoiced each quarter. Billings for pre-approved extra services must be itemized separately on each quarterly invoice.

Please complete the tables provided in Section 9 to itemize the costs of the contract.

3.3 Change in Ownership

The Contractor shall provide the District with written notification of any change in the ownership or any change in the effective control of the business immediately upon the Contractor becoming aware of the change.

3.4 Contract Term

The Contract shall commence in the 1st Quarter of 2025 and expire after a three (3) year period. The District shall have the option to enter into direct negotiations with the Service Provider to enter into a renewal Contract for **two (2) additional one (1) year terms**. Any request for a price adjustment at the conclusion of the initial two (2) year term and any subsequent renewal terms must be submitted

SECTION 3.0 – SPECIAL CONDITIONS

to the District in writing a minimum of 120 days prior to the commencement of the option year(s). The School District will then review the submission and will, at its sole discretion, either accept, negotiate, or reject and re-bid the requirements.

3.5 Insurance

Comprehensive General Liability Insurance: The Service Provider shall provide, maintain and pay for a Commercial General Liability insurance policy coverage with a limit of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof. Such insurance must cover the Service Provider and the Board and must also cover all sub-service providers who perform a part of parts or the service. (Hereinafter called the CGL policy).

The Insurance policy shall be on terms satisfactory to the School District. The CGL policy shall remain in full force and effect at all times during the Term of this Agreement and shall name the School District as an additional insured. Proof of the Insurance policy, to the satisfaction of the School District shall be delivered to the School District prior to the commencement of the work. Such proof shall confirm that coverage is in effect, identify the School District as an additional insured under the CGL policy, describe the type and amount of insurance and agree to provide the School District thirty (30) days written notice of a cancellation of the CGL policy.

Professional Liability Insurance: The Service Provider shall provide, maintain and pay for Professional Liability Insurance for each of the counsellors or sub-service providers providing counselling services with a limit of not less than Two Million Dollars (\$2,000,000.00) per claim.

All required insurance will be endorsed to provide the School District with 30 days advance written notice of cancellation or material change.

Within Ten (10) days of the acceptance of a Proposal, the successful Proponent must provide proof of the required insurance coverage to the School District.

3.6 Variations and Expansions to the Contract

The parties acknowledge that the expansion or reduction and continuation of the requested services are subject to public funding. Both parties acknowledge there is a potential for budget cuts and that the Contract may have to be adapted accordingly.

The School District reserves the right to change the terms and conditions and scope of the Contract during the period to adapt to variations based on budgetary requirements, current fee structure, School District needs, or any other reasonable factors. On any changes not otherwise dealt with, the Service Provider shall be obliged to work with the School District and accommodate the changes. The parties shall attempt to agree on the extra cost or extra credit that shall result from the changes using the guiding principle that the cost factor of the Service Provider shall be kept the same.

SECTION 3.0 – SPECIAL CONDITIONS

3.7 Estimated Timelines

Issue Request for Proposal on BC Bid	October 1, 2024
Deadline for Questions related to the RFP	October 15, 2024
Closing Date	October 25, 2024
Presentations from Shortlisted Proponents	November 14, 2024 November 15, 2024
Selection of Successful Proponent	November 15, 2024
Contract Start Date	1 st Quarter - 2025

*** END OF SECTION 3.0 ***

SECTION 4.0 – REQUIREMENTS AND PROJECT SCOPE

4.1 School District No. 62 (Sooke)

The District is located in southern Vancouver Island, it serves the cities of Metchosin, Langford, Colwood, Highlands, Sooke, Port Renfrew and acknowledges the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize that some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees nation. We thank them for sharing their land with us.

The District enrolls slightly more than 13,000 students in a number of neighbourhoods and special program schools. Neighbourhood schools include 19 elementary schools (K-5), 5 middle schools (Gr. 6-8), 3 secondary schools (Gr. 9-12), online, international, adult and continuing education, and other alternative educational programs. The District is comprised of approximately 2,000 employees, including teachers, support staff, administrative staff and excluded staff.

For further information about our District please visit: <https://www.sd62.bc.ca>

4.2 Requirements

We are searching for a single vendor to provide an Employee and Family Assistance Program. Everyone is on a different continuum of needs when they reach out for support and we want to be efficient, yet targeted, in supporting employees and their families.

While the District wishes to enter into a contract with a single vendor, the District is open to components of the program being delivered by other vendors subcontracted by the primary vendor (see clause 2.15 for more information).

4.3 Eligible Clients

There are approximately 2,000 district employees eligible for the EFAP program which include all employees in a continuing or temporary contract (full-time or part-time). Eligible employees can extend coverage to family members including spouse (partner), dependent children, and other dependent adults (i.e., dependent over-age child who is a person with a disability) of eligible employees.

4.4 Current Program

The District's current EFAP program has been in place for many years with service primarily consisting of one-on-one counselling under a short term model.

The Proponent will be expected to work with the current EFAP provider to ensure a successful transition of services.

SECTION 4.0 – REQUIREMENTS AND PROJECT SCOPE

The District wishes to commence the new contract during the 1st Quarter of the 2025 calendar year. However, as the primary objective of this RFP is to implement an EFAP program that best meets our requirements, if necessary, the District may consider a later implementation date.

4.5 Core EFAP Services

The District is seeking the services of a qualified and competent provider to deliver a comprehensive Employee and Family Assistance Program to approximately 2,000 eligible employees and their family members.

The District seeks an experienced Service Provider who is flexible, diverse, and astute in monitoring trends with whom to build a confident, two-way relationship.

The objective of the EFAP is to enable employees who experience problems or difficulties to voluntarily seek professional counselling on a confidential basis thereby minimizing the adverse effects on themselves, their workplace colleagues, and members of their family. The ability to provide these services quickly is a very important consideration for the District.

The standard program will include all costs of evaluation of clients, counselling of clients, referral services, providing evaluation and quarterly reports, annual marketing costs to raise awareness of the services offered, training costs and attendance by the coordinator at meetings with the District as required. It will include twenty-four (24) hour access to services for all clients.

Specific services may include, but are not limited to, counselling and referral for:

Addictions	Grief
Marital and family relationship issues	Trauma
Separation/Divorce	Workplace related conflict
Parenting	Financial
Counselling for children and young adults	Legal
Anxiety	Life transition
Depression	Career coaching

In preparation for this Request for Proposal, the District surveyed all staff regarding their priorities for future EFAP service offerings. 745 staff members participated in the survey. The table below summarizes their ranking of EFAP service offerings.

SECTION 4.0 – REQUIREMENTS AND PROJECT SCOPE

Summary of Employee EFAP Priorities

EFAP Service Offerings	Employee Survey Rankings									Weighted Score	Priority Ranking
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th		
Counselling for yourself	318	97	39	22	17	7	2	4	8	4,178	Top
Counselling for your family	97	165	38	36	36	20	22	13	13	3,040	High
Financial advice	32	64	71	89	60	42	25	26	13	2,439	Moderate
Self guided programs to improve mental health	26	52	88	64	39	39	55	31	14	2,242	
Nutritional advice	38	54	72	48	54	35	35	24	35	2,164	
Legal advice	33	46	76	52	44	49	36	37	34	2,141	
Career counselling	13	26	49	47	53	46	43	40	40	1,648	Low
Online resource library of videos and articles	16	28	28	31	42	47	37	60	60	1,439	
Online group counselling	0	14	26	28	24	38	51	59	68	1,073	Very Low

Proponents should outline how they intend to focus limited resources to maximize the impact of the EFAP services in accordance with employee priorities.

In addition to the quantitative data shown above, employees provided comments regarding their expectations of an EFAP Service Provider. In particular, employees noted the need for:

- Access to multiple counselling sessions when dealing with significant mental health challenges
- Timely responses to inquiries and counselling requests
- An easy and quick booking process for counselling sessions
- Initial counselling appointments guaranteed to be within a short period of time from initial call
- Local, in-person counselling with appointment availability during evenings and weekends
- Some ability to choose a counsellor to meet the employee's unique needs
- Counsellors who have a positive and pleasant rapport
- Counsellors who have experience with trauma, disabilities, and other mental health conditions
- Having the ability to work with the same counsellor following conclusion of EFAP sessions
- Confidentiality in all service offerings

The Service Provider will offer twenty-four-hour, seven day a week access to the EFAP program intake call center and will speak to an intake counsellor who will triage the caller's needs – e.g., emergency or non-emergency need. In a personal crisis, an appointment should be available with an

SECTION 4.0 – REQUIREMENTS AND PROJECT SCOPE

EFAP counsellor for an assessment within twenty-four (24) hours. Please indicate your standard wait times for assessment, crisis counselling, urgent care and routine care.

Counselling appointments, including in person and virtual, should be available during regular weekday hours, evenings and weekends.

4.6 Supplemental EFAP Services

a) Critical Incidents

In the event of a critical incident involving the District and its employees, the Service Provider is expected to offer a single point of contact for the provision of whatever services the incident requires. The scope of the incident may be limited to one work group, or it may apply to the entire District staff. Critical Incident counselling may include a grief or trauma focus.

The scope of the critical incident will dictate what services are required and the Service Provider is expected to work with District staff to analyze the situation quickly, provide recommendations and upon approval, proceed with implementing these recommendations without delay. Please describe how emergency cases are handled.

b) Workshops

The Service Provider may be required to provide workshops through the period of the Contract, for the promotion of the EFAP, and the provision of training on a variety of topics pertaining to employee well-being and health. The workshops may be programs currently offered by the Service Provider or may be designed in collaboration with the District's needs.

c) Special Supports

The Service Provider may be required to provide special supports, on an ad hoc basis, to District teams and/or schools who may benefit from customized, real-time consultation.

d) Additional Employee Counselling

Where the Service Provider believes further counselling sessions are necessary, the Service Provider will provide the rationale (without disclosing the identity of the client) to the District and the District may approve additional counselling sessions. The cost of additional sessions in excess of the maximum would be reflected as an additional fee (Proposals should detail the billing mechanism for counselling sessions in excess of the maximum in Section 9).

SECTION 4.0 – REQUIREMENTS AND PROJECT SCOPE

4.7 Confidentiality

The Service Provider will guarantee professional confidentiality. The identity of the client must not be disclosed, except with the written consent of the client, however the release of information may be required under legislative or legal authority. The Service Provider will ensure all information regarding clients is held in strictest confidence.

All appointments with District employees will be scheduled to ensure that identities remain confidential, and all reports will be structured to ensure the anonymity of each client. Consultation records should be transferrable between counsellors.

4.8 Feedback

Usage and satisfaction feedback from the Service Provider will initially take the form of quarterly reports to the Executive Director of Human Resources and/or designate. The Service Provider must be able to provide the School District with quarterly statistical reports summarizing the program usage. The reports will be made available electronically.

In cooperation with the Executive Director of Human Resources and/or designate, the Service Provider will design and implement an uncensored customer satisfaction survey. The details and timing of the survey will be agreed upon jointly by the parties to the Contract.

4.9 Program Coordinator

The Service Provider shall appoint a Program Coordinator. The Program Coordinator will report directly to the District's Executive Director of Human Resources and/or designate. They will provide advice on matters pertaining to policies and procedures, program publicity, governance of the program, issues of confidentiality and service. The Program Coordinator will work closely with the District to ensure the program is responsive to the needs of the workplace.

Please identify a dedicated Program Coordinator and outline their experience supporting services like those required by the District.

4.10 Pricing

Please outline, in detail, how you will price your core and supplementary services by completing the form shown in Section 9. As necessary, please clarify:

- a) Are there options in pricing: price per employee per month, case price, hourly rates etc?
- b) What is included in your core pricing and what would be an additional fee?
- c) Services that are offered at an additional fee to the Core Services.

***** END OF SECTION 4.0 *****

SECTION 5.0 – MANDATORY PROPOSAL REQUIREMENTS

5.1 List of Mandatory Requirements

The following are mandatory requirements. Terminology such as “must” or “mandatory” must be met in an unaltered form in order for each Proposal to receive consideration. Proposals not meeting all mandatory requirements may be rejected without further consideration.

- a) Proposals must be received by email **no later than 2:00:00 p.m. local time, October 25, 2024**. Proposals not received at that time will be rejected.
- b) Request for Proposal documents must be signed by the authorized signatory of the company and should acknowledge any addenda on the Proponent Acknowledgement/Addenda in Section 8. The signatory must be authorized to bind the Proponent to statements made in response to this Request for Proposal.
- c) The Proposal must be in English.

***** END OF SECTION 5.0 *****

SECTION 6.0 - DESIRABLE PROPOSAL RESPONSE REQUIREMENTS

6.1 Instructions for Proponents regarding Desirable Requirements

Proponents should submit the following information to obtain the maximum points through the evaluation process. **The format and sequence should be followed, referencing the specific points to provide consistency in Proponent response and ensure each Proposal receives full consideration. All pages should be consecutively numbered.**

The District is under no obligation to clarify any responses received or to search for information that is not provided where the information has been requested.

6.2 Information to be Provided

Include a brief company profile including contact information, website, year established and other relevant information with emphasis on local operations and the structure of the company's local management.

- a) List and describe all conditions that are covered by the EFAP and specify any and all exclusions or limitations on conditions covered.
- b) Include a list of the professional staff that would be available to support your provision of services including their name, professional qualifications, and area(s) of specialty. Describe how your organization will provide the District with updated information as staff changes and how you will ensure continuity of service to the client.
- c) Identify the individual and describe the role, qualifications and responsibilities of the Program Coordinator who would be assigned to this Contract.
- d) Provide pricing information, using the attached form in Section 9, exclusive of GST, for the Employee and Family Assistance Program for each year of the three-year term (payable in monthly instalments). The fee is to include all services as detailed in Clause 3.2 "Cost of Contract" and shall also include all written materials required to properly promote the program to the satisfaction of the District.

Outline the invoicing process your company currently has in place that would be suitable for what is requested in this RFP. Enclose a sample invoice for the EFAP services.

- e) Describe your process when providing services to clients. Information should include, but is not limited to, the following:
 - Describe how you will reduce the anxiety an employee may feel when contacting the Contractor
 - The intake processes, and specifically what the Contractor will do to ensure a smooth and positive intake experience for the employee
 - The risk assessment process
 - Crisis intervention

SECTION 6.0 - DESIRABLE PROPOSAL RESPONSE REQUIREMENTS

- Client-counsellor matching
 - Emergency counsellor contact process and qualifications
 - How you will practice inclusivity when providing EFAP services
 - Internal referral process when more specialized care is identified
 - Transition process for accessing community supports/resources
- f) Include samples of quarterly and annual reports, client feedback forms and output and outcome reports.
- g) Provide information on any preventative or early intervention initiatives/supports you will include in the EFAP.
- h) Describe the communication strategy you will use to increase awareness of and access to the program for the benefit of District employees. Include samples of your promotional materials.
- i) Clearly identify any value-added services offered.
- j) Supply three (3) references for the services you currently provide or have supplied in the past twelve (12) months that are similar in size and complexity to the scope of the EFAP being requested. Please include the organization name, contact person and their telephone and email contact information. The District reserves the right to contact each and every person or organization on the list as well as other references as required.
- k) The Request for Proposals should be submitted by email as one (1) original.
- l) If applicable, please outline the method for supporting employees who are in the middle of treatment with the existing EFAP provider.

***** END OF SECTION 6.0 *****

SECTION 7.0 - EVALUATION CRITERIA AND PROCESS

7.1 Proponent Requirements

Proposals that meet all the mandatory criteria will be reviewed and evaluated by an Evaluation Committee comprised of District Staff and/or designates. Proposals will be evaluated based on the criteria as set out in Clause 1.7 “Acceptance” in the Instructions to Proponents, the Mandatory Requirements, and the Desirable Proposal Response Requirements.

The Proponent must conform to the Instructions to Proponents as outlined in the Request for Proposal to be considered for evaluation. The School District will be evaluating the Proponent’s capabilities and ability to supply the service required in Clause 4.0 Requirements and Project Scope.

7.2 Evaluation Scoring

The Evaluation Points are provided to give Proponents guidance in the preparation of their Proposal. The Evaluation Criteria will be applied to all Proposals equally, and the same criteria and weighting will apply to all Proposals.

Evaluation Criteria	Points
Proponent’s capability to meet the needs outlined in the RFP and their experience in the provision of Employee and Family Assistance programs. This includes demonstrated staff experience and qualifications of key personnel, organizational systems and standards, etc.	45
Outcome of reference checks from past or current organizations to which the Proponent provides EFAP services.	10
Ability to demonstrate value-added services / innovative advantage.	5
Fee proposal and the ability of the School District to provide the program to employees within current budget parameters.	35
Proponent Presentation (see below)	15
Total Points Available	110

SECTION 7.0 - EVALUATION CRITERIA AND PROCESS

7.3 Proponent Presentation

Following evaluation of written Proposals, the highest scoring Proponents will be invited to meet with the District to provide a short presentation regarding their submission. Specific questions will be asked based on the Proponent's proposed approach to providing EFAP Services.

Each Proponent presentation will last a maximum of one (1) hour. Only the top bidders (based upon the evaluation criteria above) will be invited to present. The total score for the presentation will be added to the score obtained from the proposal evaluation.

Presentation: approximately 30 minutes

Question and Answer Period: approximately 30 minutes

Total time: 60 minutes

The presentation should provide an overview of the Proponent's proposal with emphasis on the following:

a) Understanding of Priorities

The Proponent's team should demonstrate an understanding of what is most important to the Department and how the Proponent's team proposes to address the key factors for success in the Project.

b) Capabilities for the Job

The presentation should demonstrate the Proponent's capabilities to take on the Project based on the skills and experience of all proposed resources.

c) Approach and Plan

The Proponent should describe its overall project management approach and methodologies.

d) Commitment to the Project

The Proponent Team members should each demonstrate their personal commitment to the success of the Project as well as their confidence in and comfort with that commitment. The proposed Project Manager must demonstrate the confidence, understanding and ability to undertake the challenges of this assignment.

Each short-listed Proponent will be contacted by the School District to set up an individual time for the presentation on either November 14, 2024 or November 15, 2024.

*** END OF SECTION 7.0 ***



SECTION 8.0 PROPONENT ACKNOWLEDGEMENT AND ADDENDA

8.1 Proponent Instructions

Proponents must attach this Proponent Acknowledgement to the **FRONT PAGE** of the Proponent’s Request for Proposal documents, prior to submission.

Provided that this Proposal is accepted by no later than March 31, 2025, the undersigned agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the Proponent’s response, and all addenda, which shall together form the agreement. This Proposal is valid and enforceable until at least March 31, 2025.

We understand and agree that it is our responsibility to seek clarification to items we do not understand or that are susceptible to more than one interpretation. We have carefully read and examined the Request for Proposal, including the Instructions to Proponents and have conducted such other investigations as were prudent and reasonable in preparing our Proposal. The person signing this Proponent Acknowledgment declares that they are the duly authorized signing authority with the capacity to commit their firm/company to the conditions of this Proposal.

8.2 Proponent Information and Acknowledgement

Legal Business Name	
Business Address	
Contact Person	
Phone Number	
Email Address	
Fax Number	
Signature of Authorized Representative	
Printed Name of Authorized Representative	
Title of Authorized Representative	

To acknowledge receipt of each addendum, the authorized representative must sign as confirmation of receipt.

Addendum #	Signature of Authorized Representative	Date Received

***** END OF SECTION 8.0 *****

SECTION 9.0 – PRICING

INSTRUCTIONS TO PROPONENTS

1. Enter your proposed pricing in the blank boxes provided.
2. For Base Services, the Proponent must include only one (1) rate per employee per month. No ranges or multiple rates will be accepted.
3. All prices must be shown in Canadian Dollars, inclusive of all costs except applicable taxes.
4. Proponents must not alter the format of the tables.

Table #1 – Core EFAP Services

Costs associated with Core EFAP Services	Proposed Monthly Rate (Canadian Dollars)	Percentage Increase from Previous Year
Rate per employee per month – Year #1		Not applicable
Rate per employee per month – Year #2		
Rate per employee per month – Year #3		

Table #2 – Supplemental EFAP Services

Costs associated with Supplemental EFAP Services	Total Cost (Canadian Dollars)	Instructions for Providing a Quote
Implementation Costs (if any)		Quote as a fixed price
Workplace Critical Incident Response Services (see Section 4.6a)		Quote as a fixed price per incident
Employees – In Person (see Section 4.6b)		Quote as a fixed price per event
Employee Workshops – Virtual (see Section 4.6b)		Quote as a fixed price per event
Specialized support for teams / schools (see Section 4.6c)		Quote as an hourly rate
Additional Employee Counselling (see Section 4.6d)		Quote as an hourly rate
Employee cancellation or no-show fee for an appointment		Quote as a fixed price per incident

*** END OF SECTION 9.0 ***

Committee Info Note

Resources Committee Meeting

December 10, 2024

Agenda Item 4.2: Budget Principles, Assertions and Process

Background:

- Part of the Board's annual workplan has the approval of the Annual Budget Principles, Assertions, Process (plan & timelines) completed in January
- Given the late return to school in January (6th), staff would like the Board to consider the budget process in December this year
- As a result, staff are looking for the Committee to support the following Budget Principles and Assertions and the attached Timelines for the 25/26 Budget Development Process

Proposed Budget Principles for 25/26 (consistent with current year)

- The following are the principles being suggested to be approved by the Board for the 25/26 Budget Development process:
 - 1) Budget decisions will be based on the refreshed Strategic Plan for 2025-2029;
 - 2) Input from the District partners and Leadership Team will help shape 25/26 funding levels; and
 - 3) The annual budget process will be informed by the multi-year budget estimates on a 3-year rolling cycle.

Proposed Budget Assertions for 25/26

- The following are the assertions being suggested to be approved by the Board for the 25/26 Budget Development process:
 - 1) The provincial funding formula will remain the same and be based on per FTE funding;
 - 2) Domestic enrolment will continue to grow;
 - 3) Staff will create multiple data points to consider when developing the domestic enrolment estimates to strengthen the process; and

4) All negotiated/approved salary increases will be funded.

- Staff would like the Committee to consider supporting the following motion:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 25/26 budget principles, assertions and process as outlined at the December 10, 2024, Resources Committee meeting.

Prepared by: Harold Cull, Secretary Treasurer

School District Six Two Proposed Budget Timelines Fiscal 2025/26

Month	Executive	Resource Committee	Board Meetings
January	Highlight the operating grant recalculation details (if available)	Jan 14 – review the 24/25 recalculated operating grant (if available)	Jan 28 – review the 24/25 recalculated operating grant (if available)
February	Identify 25/26 Priorities based on refreshed Strategic Plan	Feb 11 – Review & input on draft Priorities	Feb 25 – Review & input on draft Priorities; Partner Presentations (Feb 18)
March	Draft Budget based on Priorities	Mar 5 – Review & input on draft Priorities	Mar 11 – Review & input on draft Priorities
April	Finalize Budget for presentation	Apr 8 – Review and input on draft Budget	April 22 – 1 st reading of the Budget
May	Tweak Budget (if applicable)	May 13 – Review and input on revised Budget (if applicable)	May 27 – 2 nd and 3 rd readings of the Budget

Notes:

- 1) A Leadership Budget Working Group will complete the initial work to identify priorities and to create the proposed Budget options for review by the Executive, Resources Committee and ultimately, the BoE
- 2) Resource Committee reviews and provides input on draft priorities and the Budget in support of the Board's approval process
- 3) Staff will meet with our partners' Executives to discuss Priorities (early February) and the draft Budget (early April)
- 4) An ECOW meeting will be scheduled for April 15th where staff will provide details of the budget with an emphasis on changes from 24/25
- 5) Once approved, timelines should be shared and public encouraged to attend Resource Committee/Board meetings for budget discussions

25-29 Strategic Plan

Priorities

25/26 Annual Budget

Committee Info Note

Resources Committee Meeting

December 10, 2024

Agenda Item: 4.3 – Capital Asset Management Strategy

Background

- As part of the District's 24/25 Operational Plan, staff have been asked to develop an Asset Management Plan as noted in the graphic below

Develop an Asset Management Plan (G2) (HC).

Staff Will:

- To create a Capital Asset Management Plan that includes:
 - List of applicable assets (Q1-Q2).
 - Assess the current state/useful life of assets (Q2).
 - Develop a replacement/sustainability schedule including funding needs (Q2).

Students will:

- Benefit from having buildings and equipment that are in good working order as district assets will be managed to ensure planned end-of-life replacement and ongoing timed maintenance.

- To facilitate this work, staff have run a report from the Ministry of Education and Child Care's Capital Asset Management System (CAMS) that outlines the replacement costs for all infrastructure and equipment assets of the District
- The report reflects the costs based on the estimated useful life of all infrastructure assets
- For planning purposes, staff are using the timeline of the next Strategic Plan (2025-2029) for the analysis
- The majority of the assets are building/infrastructure related and are addressed through the Ministry's Minor Capital Program
- Minor Capital projects are identified and priorities discussed with the Committee in September of each year
- Given the amount of the funding required to replace all of our assets is greater than the Ministry's funding envelope, tough decisions are required on a priority basis when replacing assets
- The intent of the Committee's discussion is to focus on the **equipment assets** and provide input into the priorities that the District should look at when replacing these assets
- The 2nd objective is to discuss a funding structure that supports the replacement of these assets

- This funding conversation needs to occur with the financial framework of the District and the fiscal realities we face

Summary of All Assets and Replacement Costs

- The following table is a summary of the CAMS report for SD62:

Asset Category	2025	2026	2027	2028	2029	Total
Building Structure & Envelope	\$6.0m	\$2.0m	\$3.4m	\$3.3m	\$1.6m	\$16.3m
Interior Construction	\$5.1m	\$.9m	\$10.3m	\$11.8m	\$5.9m	\$34.0m
Mechanical Systems	\$14.6m	\$9.3m	\$2.3m	\$17.8m	\$12.2m	\$56.2m
Equipment	\$1.1m	\$.02m	\$1.6m	\$1.9m	\$1.4m	\$6.0m
Site & Sewage	\$1.7m	\$.22m	\$2.4m	\$2.5m	\$4.9m	\$11.7m
Total	\$28.5m	\$12.4m	\$20.0m	\$37.3m	\$26.0m	\$124.2m

- Focusing the Committee's discussion on equipment only, here are the categories used by the Ministry and the estimated replacement costs for assets expiring in the next 5 years:

Asset Category	2025	2026	2027	2028	2029	Total
Millwork	\$.90m		\$1.00m	\$.70m	\$.30m	\$2.90m
Gym Equipment, Dividers & Stages	\$.05m		\$.15m	\$.26m	\$.3m	\$.76m
Performance Theatre Stage			\$.45m		\$.45m	\$.90m
Teaching Kitchen & Serving Equipment				\$.58m		\$.58m
Access Ladders		\$.02m		\$.01m		\$.03m
Goal Posts & Backstops	\$.04m		\$.05m	\$.02m	\$.18m	\$.29m
Bleacher Seating	\$.12m				\$.16m	\$.28m
Fixed Lockers				\$.32m		\$.32m
Total	\$1.11m	\$.02m	\$1.65m	\$1.89m	\$1.39m	\$6.06m

Committee Discussion

- Based on the Equipment list noted above, how should the District prioritize the replacement of the Equipment Assets?
- Should the District create a Capital Asset Equipment Replacement fund to ensure sufficient funding is available to replace these assets as their useful lives come to an end?

Prepared by: Harold Cull, Secretary Treasurer



Committee Info Note

Resources Committee Meeting

December 3, 2019

Agenda Item: 4.2 Capital Asset Management Schedule

Background

- The Resources Committee began work on a Capital Asset Management process in June of 2019
- The Committee reviewed and provided input in an initial list of capital assets that should be considered as part of a regular replacement schedule (PVP have added to the list as well):

School Based	Fields	Theatres	Grounds/Facilities
Kitchen & Shop equipment	Turf	Seats	Mowers
PA systems	Grass	Lights	Tractors
Bleachers		Sound System	Trucks
Custodial Scrubbers		Stage Floor	Vans
Document Cameras			
General Furniture			

- Some of these assets (bleachers, theatre lights & seats, vans, shop equipment) have been replaced with yearend funding
- The issue of the state of the District's white fleet (trucks and vans) has been raised as a few of the vehicles have been taken off the road for safety purposes
- A full review of the fleet it being conducted to determine how many vehicles need to be replaced and if the District should be leasing vehicles in order to increase the amount of acquired vehicles
- A list of custodial equipment, general furniture and the white fleet should be created to determine how much annual funding would be required

Committee Discussion

- What could a funding model look like to ensure the District is replacing assets on a regular basis?
 - Set aside \$X in the budget for regular replacement/leasing
 - Access \$Y from the reserve to purchase equipment



Committee Info Note

Resources Committee Meeting

December 10, 2024

Agenda Item: 4.4 – Transportation Update

Update

- With the deadline for transportation fees and/or waiver having passed on November 15th, staff wanted to provide the Committee with a transportation update
- The Committee may remember that during the 24/25 budget development process, the BoE approved a reduction in urban bus routes and the re-introduction of transportation fees to partially address the budget pressures facing the District
- As part of the implementation plan, the BoE wanted to offer a gradual payment plan for families to access with payments being due on September 15th, October 15th, with the final payment (or fee waiver) being made by November 15th
- The necessary transportation and safety fees were clearly communicated at the time of registration, reminders were provided to families throughout the process and fees were assigned in School Cash on Line in August creating ample awareness of the requirement to pay or request a waiver
- A directly worded email was provided to families on December 2nd indicating the service would be terminated effective the end of day on December 5th if full payment was not made or a fee waiver approved
- At the time of the December 2nd email, a total of **831 riders in 630 families** had an outstanding fee balance
- As of the morning of December 5th, a total of **310 riders in 258 families** had an outstanding fee balance
- As of the afternoon of December 5th, a total of **270 riders in 220 families** had an outstanding fee balance
- These 270 riders represent 8.7% of the total 3,082 registered riders in the system
- As of December 5th, there are 175 riders on the waitlist still looking for an assigned route

Steps Taken

- On the evening of December 5th, staff deactivated cards of riders that had an outstanding transportation fee balance

- Drivers were advised to provide service in the morning to all students and to advise middle and secondary students that they would require alternate transportation home on Friday afternoon
- Families of elementary students (65 of the 270) were contacted on Friday to advise that they needed to arrange transportation for their students for Friday Afternoon
- There has been some negative response regarding the tone of the December 5th reminder email
- The intent of the email was to be direct and respectful as previous reminders resulted in still having 831 riders with an outstanding balance so something needed to change
- There have also been some questions about whether all of the reminder emails were received and that could be a legitimate concern that staff can follow up on
- Regardless of whether the emails were received, families were advised at the time of registration that fees were owing and the amounts were assigned to their students through School Cash on Line in August
- Moving forward, staff will look at assigning fees early in the spring with final payment prior to June 30th when routes are assigned to avoid disruption of service during the course of the school year

Prepared by: Randy Cobb, Transportation Manager