



Contract Awards - Operations

To: Finance, Budget and Enrolment Committee

Date: 23 January, 2019

Report No.: 01-19-3561

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that:

1. the contract awards on Appendix A be received for information; and
2. the contract awards on Appendix C be approved.

Context

In accordance with the Board's Policy P.017: Purchasing:

- The Director or designate may approve operations contracts over \$50,000 and up to \$175,000 and report such contracts to Finance, Budget and Enrolment Committee;
- Finance, Budget and Enrolment Committee may approve operations contracts in excess of \$175,000 and up to \$250,000;
- The Board shall approve all operations contracts over \$250,000. All contracts for consulting services (as defined in the Broader Public Sector Procurement Directive) in excess of \$50,000 must be approved by the Board.

The recommended suppliers and the term of each contract are shown in the attached appendices. Appendix A outlines contract awards provided for information; Appendix B

outlines contracts requiring Finance, Budget and Enrolment Committee approval, and Appendix C outlines contracts requiring Board approval. The amounts shown are based on the estimated annual consumption unless indicated otherwise. Actual amounts depend on the volume of products/services actually used during the term of the contract.

Purchasing Services invited bids from a minimum of three firms except where sole/single source is indicated. Requirements expected to exceed \$100,000 were posted on the Bids & Tenders e-Tendering portal (www.bidsandtenders.ca), to advertise procurement opportunities in compliance with the Broader Public Sector Procurement Directive, applicable trades treaties (e.g. Canadian Free Trade Agreement, Comprehensive Economic and Trade Agreement, etc.) and Board policy and procedure.

When a Request for Tender is issued, the lowest cost bid is accepted where quality, functionality, safety, environmental and other requirements are met. When a Request for Proposals is issued, a variety of evaluation criteria are used, including price. Each of those criteria is weighted based on relative importance to the Board. The bidder with the highest overall score is recommended for contract award. Every effort is made to include input from end users in the development of specifications and the evaluation process. Copies of all bids received and detailed information regarding all recommended awards are available in the Purchasing Services department.

Action Plan and Associated Timeline

Not applicable.

Resource Implications

Funding sources have been identified for each award listed in the attached appendices.

Communications Considerations

Not applicable.

Board Policy and Procedure Reference(s)

PO:17 Purchasing

Appendices

- Appendix A: Contract Awards Provided for Information
- Appendix B: Contracts Requiring Finance, Budget & Enrolment Committee Approval (Nil Items this report)

- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note – AppDynamics – Application Performance Monitoring
- Appendix E: Briefing Note – Executive Search Services - Extension
- Appendix F: Briefing Note – External Audit Services
- Appendix G: Briefing Note – Student & Staff Agendas/Planners - Extension

From

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APPENDIX A

Contract Awards Provided for Information (contracts over \$50,000 and up to \$175,000)

#	User/Budget Holder School/Department	Products/Services Details	Ward	Recommended Supplier	Low Bid/Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	Director's Office / Communications	Survey and Analytics Software	N/A	Qualtrics	Yes	No	5	\$76,000	Aug 15, 2018/ Aug 14, 2019	Communications Department, Web Services, IT Services, Organizational Design & Information Management
2	All Schools/Departments	End Wall Padding LG18-578T Padding typically found on end and/or side walls of gymnasiums where run-off areas are limited, to prevent injury. This was a cooperative procurement that included the Peel District School Board. TDSB was the lead agency.	N/A	Apple Athletics	Yes	No	3	\$30,000	Jan 2019/ Dec 2024	Purchasing Services
3	IT Services	AppDynamics Software AS19-152T Application performance monitoring software. See Appendix "D"	N/A	Compugen	Yes	No	1	\$82,016	February 2019/ January 2021	IT Services, Purchasing Services

APPENDIX B

Contracts Requiring Finance and Accountability Committee Approval
(contracts over \$175,000 and up to \$250,000)

#	User/Budget Holder School/Department	Products/Services Details	Ward	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
-	Nil Items	-	-	-	-	-	-	-	-	-

APPENDIX C

Contracts Requiring Board Approval (contracts over \$250,000 and Consulting Services over \$50,000)

#	User/Budget Holder School/Department	Products/Services Details	Ward	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	Director's Office	<p>Contract Extension for: Provision of Executive Search Services CF16-053P</p> <p>To provide recruitment services for senior level positions as/when required.</p> <p>See Appendix "E"</p>	N/A	The Phelps Group Inc.	Yes	No	5	<p>\$245,000</p> <p>(based on average over the initial 3-year term of the agreement – actual spend will depend on the number of searches conducted)</p>	March 2019 / February 2020	Business Services, Trustees
2	Business Services	<p>Provision of External Audit Services</p> <p>SM19-198P</p> <p>See Appendix "F"</p>	N/A	Deloitte	Yes	No	3	\$1,077,800 (total over 5-year term plus 2 extension years)	February 2019 / August 2026	Business Services
3	All Schools	<p>Educational Furniture</p> <p>OECM # 2017-277</p> <p>Includes furniture such as chairs and tables (for classroom, computer, library, etc.), folding tables, cafeteria tables, etc.</p>	N/A	<p>Alpha Vico Ltd.</p> <p>Alumni Classroom Furniture</p> <p>Schoolhouse Products Ltd.</p> <p>Grand & Toy Ltd.</p>	Yes	No	10	<p>\$579,700</p> <p>\$12,280</p> <p>\$146,900</p> <p>\$22,000</p>	Jan 2019/ July 2021	Purchasing Services

#	User/Budget Holder School/Department	Products/Services Details	Ward	Recommended Supplier	Low Bid/Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
4	All Schools/Departments	<p>Audio Visual Equipment & Supplies ES18-081P</p> <p>Includes AV products such as projectors, document cameras, TVs, DVD/Blu-ray Players, Projector Screens, Microphones, Speakers, Listening Centres, Headphones, Cord Management, stands/mounts, replacement lamps, etc.</p> <p>(Estimated annual total based on historic spend: \$3.2M 4-year total: \$12.8M)</p>	N/A	<p>Advanced Inc.</p> <p>AVO Systems Ltd.</p> <p>Paladin Technologies Inc.</p> <p>GBC Canada</p> <p>LR Brown Audio Visual</p> <p>Compugen Inc.</p> <p>Ricoh Canada Inc.</p> <p>M.A.S.T Distribution Inc.</p> <p>Schoolhouse Products Inc.</p> <p>Nationwide Manufacturing</p>	Yes	No	15	<p>\$503,450</p> <p>\$393,370</p> <p>\$243,620</p> <p>\$940</p> <p>\$830,300</p> <p>\$812,760</p> <p>\$18,750</p> <p>\$52,070</p> <p>\$5,350</p> <p>\$1,625</p>	January 2019/ December 2023	<p>Creative Services</p> <p>Purchasing Services</p>
5	All Schools (Costs reimbursed by Parents/Students)	<p>Student & Staff Agendas / Planners</p> <p>One-year extension</p> <p>See Appendix "G"</p>	NA	<p>Premier School Agendas</p> <p>Aupel Inc.</p>	Single Source	N/A	N/A	<p>\$1,300,000 (Costs reimbursed by Parents/Students)</p>	Jan 2018 / Aug 2018	Purchasing Services

BRIEFING NOTE

Date 23 January 2019
To Finance, Budget and Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management
Subject **AppDynamics – Application Performance Monitoring**

Purpose AppDynamics is an application performance monitoring solution. It works with both on-premise and cloud based applications by mapping out connections and links between applications and their associated services (e.g. databases). It enables application performance management by establishing a baseline and also works as an early warning system to identify potential issues before impacts are felt by end users.

Strategic Direction • Allocate Human and Financial Resources Strategically to Support Student Needs

BRIEFING NOTE

Date 23 January 2019
To Finance, Budget and Enrolment Committee
From Craig Snider, (Acting) Associate Director – Business Operations & Service Excellence

Subject **Executive Search Services – First One-Year Extension Option**

Purpose In December 2015 a Request for Proposals (RFP) for the provision of Executive Search Services was issued in preparation for an imminent search for a new Director of Education as well as any additional senior level positions that may require the assistance of an executive search firm to commence quickly without the need to issue individual RFP's for each vacancy during that period.

Six (6) submissions were received by the closing date and time of the RFP.

The bidders with the top three highest scoring proposals were short-listed for an interview.

The result of the evaluation process concluded with The Phelps Group Inc. obtaining the highest overall score, and therefore they were recommended and approved for contract award. The contract was for a three-year initial term with the option to extend for two additional one-year periods. This will be the first of the two extension options.

The Phelps Group Inc. fees are set at twenty-five percent (25%) of the successful candidate's first year total compensation.

The annual dollar amount presented in this report is an estimate based on the average over the initial three year term of the agreement. The figure may have been skewed upwards as Phelps was engaged to assist with searches for replacement trustees which was necessary more frequently in the last few years than in the past. The actual total spend will be dependent on the number of times The Phelps Group Inc. is engaged to assist with additional searches during the term of the agreement extension.

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BRIEFING NOTE

Date 23 January 2019
To Finance, Budget and Enrolment Committee
From Craig Snider, (Acting) Associate Director – Business Operations & Service Excellence

Subject **External Audit Services**

Purpose The Education Act requires all school boards to prepare and have audited their financial statements on an annual basis.

The term of the existing agreement for External Audit Services ended with the 2017-2018 school year. Along with the TDSB's financial statements, our external auditors scope of work also includes the auditing of the Board's trust funds, TLC's financial statements, and the Board's 7-Month report. On December 7, 2018 a Request for Proposal (RFP) was issued to establish a new agreement through an open competitive procurement process. The RFP was posted on www.bidsandtenders.ca . The RFP closed on January 7, 2019 and three (3) bid submissions were received.

Submissions were reviewed, evaluated and scored by Business Services staff using the following evaluation criteria:

- Proposed fees;
- Audit approach;
- Experience of the firm with school board audits;
- Commitment to audit team continuity;
- References;
- Experience with SAP Enterprise systems;
- Experience of the partner(s) and senior team members proposed;
- Ability to offer additional services including forensic audits, comprehensive auditing, and consulting services in areas such as information technology and business systems improvement;
- Demonstrated commitment to equity and diversity;
- Value added services.

Upon completion of the evaluation and scoring of the proposals, the top two firms were invited to provide a brief presentation and answer clarification questions regarding their audit approach from a final review committee

consisting of two representatives from the Audit Committee (Trustee Robin Pilkey, and external member - Denise Arsenault) as well as the (Acting) Associate Director – Business Operations & Service Excellence, Assistant Comptroller – Finance, and the Internal Audit Manager.

Following the presentations, the final review committee agreed that the evaluation accurately represented the quality of the proposals and supports the recommendation to award a contract to the highest scoring bidder, Deloitte.

- Strategic Direction**
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BRIEFING NOTE

Date 23 January 2019

To Finance, Budget and Enrolment Committee

From Craig Snider, (Acting) Associate Director – Business Operations & Service Excellence

Subject **Student & Staff Agendas / Planners – 1-Year extension**

Purpose The Board approved agreements with the current two suppliers of Student and Staff Agendas/Planners for an initial term plus two additional one-year extensions has expired, however approval is sought for an additional one-year extension for both suppliers to allow extra time to assemble a committee to discuss how the agendas/planners are used today, what our current and future needs may be, and how to incorporate that into a Request for Proposals (RFP).

The committee would look at who uses the agendas/planners, how they are used, their content, who may be interested in digital formats, any other new developments in the agenda/planning market, etc. with a view to developing refreshed requirements for the RFP leading to established agreements for future years. In the past, the committee for agendas/planners included representation from TSAA, the Communications department, the Equity department, student council, PIAC, and Purchasing Services and the intent is to include these same groups for the new committee and any new interested stakeholders.

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