



Contract Awards, Operations

To: Finance, Budget and Enrolment Committee

Date: 8 May, 2019

Report No.: 05-19-3648

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; and
- 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
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note – MSIC - Resiliency Survey
- Appendix E: Briefing Note – MSIC – Canadian Achievement Test (CAT4)
- Appendix F: Briefing Note – F5 Load Balancing Upgrade

- Appendix G: Briefing Note – School Cash Online – Annual Support & Maintenance

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	Continuing Education Department	SM17-216T "Learn4Life Fall 2019" Brochures - This is the final year of the agreement for printing/ binding/ mail prep of this annual brochure promoting general interest and seniors courses available through the Continuing Education department. The brochure is distributed to every household in Toronto.	N/A	Metroland Media- Toronto	Yes	No	4	\$135,338 ¹	August 2019	Continuing Education Purchasing Services

¹ Cost of distribution via Canada Post is not included, but anticipated to be comparable to last year's cost of approximately \$150,700

APPENDIX B

Contracts Requiring Finance, Budget and Enrolment 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	Model Schools for Inner Cities	Resiliency Survey administered to all Grade 4-8 students in MSIC schools. See Appendix "D"	N/A	Meritcore	N/A	N/A	Sole Source	\$50,000	Perpetual	Model Schools for Inner Cities
2	Model Schools for Inner Cities	Provision of Canadian Achievement Test (CAT4)- Standardized Literacy/Numeracy Test administered yearly to all grade two to eight MSIC students. See Appendix "E"	N/A	CTC/Canadian Test Centre Inc.	N/A	N/A	Sole Source	\$203,924	Perpetual	Model Schools for Inner Cities
3	IT Services	F5 Load Balancing Upgrade AS19-329T See Appendix "F"	N/A	TeraMach Technologies Inc.	Yes	No	2	\$671,653 for Year 1 (Hardware & support/maintenance) \$134,563 (Support/maintenance for Years 2 & 3)	May 2019/ April 2022	IT Services
4	All Schools/Departments	Provision of Fine Copy Paper for stock replenishment at the Distribution Centre SS19-005P	N/A	ASCA Office Solutions Ariva, Division of Domtar Inc.	Yes	No	3	\$1,797,377 \$416,004	May 2019/ April 2024	Distribution Centre 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
5	All Schools/Departments	Annual Support and Maintenance for School Cash Online Software Solution See Appendix "G"	N/A	Kev Software Inc.	Sole Source	No	N/A	\$360,000	Perpetual	Finance Administration Purchasing Services

BRIEFING NOTE

Date 8 May 2019
To Finance, Budget and Enrolment Committee
From Kathy Witherow, Associate Director, Leadership, Learning, and School Improvement
Subject **Resiliency Survey - Model Schools for Inner Cities**

Purpose This Canadian measure, developed by Meritcore Corporation, is used to gauge students' social-emotional and resiliency level, which is an outcome area identified in the Model Schools for Inner Cities (MSIC) Annual Research and Review Plan. This survey is conducted on an annual basis. This survey is administered to all Grade 4-8 students in MSIC schools. The cost includes the annual licensing fee for using the survey, scoring the survey results, and production of online reports for schools by Meritcore. This assessment tool is copyrighted material with the developer (Meritcore) being the sole source of the product.

The continuation of this annual assessment is instrumental for the ongoing monitoring and longitudinal tracking of student well-being in MSIC schools, which is one of the five Essential Components of the MSIC program. Without the approval of continuing the license to administer this survey, there would be significant data gaps for MSIC schools to identify, track and address the well-being needs of their students which is one of their key mandates as MSIC schools.

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BRIEFING NOTE

Date 8 May 2019
To Finance, Budget and Enrolment Committee
From Kathy Witherow, Associate Director, Leadership, Learning, and School Improvement
Subject **Canadian Achievement Test (CAT4) – Model Schools for Inner Cities**

Purpose This standardized test, developed by the Canadian Test Centre, is used as an objective assessment tool to gauge students' foundation skills in reading, writing and math, which is one of the key outcomes in the Model School for Inner Cities (MSIC) Annual Research and Review Plan. This achievement test has been administered on an annual basis for all Grade 2-8 students in MSIC schools. The cost includes the annual fee for the CTC to print and deliver all the test materials (including booklets and multiple choice sheets) to individual schools, to collect the completed tests from schools, to scan and score the tests, and to produce school, grade, student and parent reports for individual MSIC schools-all to be done within a tight timeline. This assessment tool is copyrighted material with the developer being the sole source of the product.

The continuation of this annual assessment is instrumental for the ongoing monitoring and longitudinal tracking of student academic progress in MSIC schools, which is one of the five Essential Components of the MSIC program. Without the approval of continuing the contract to administer this objective assessment, there would be significant data gaps for MSIC schools to identify, track and address MSIC students' foundation skills in literacy and numeracy.

This assessment tool has been in place since 2006-07. It was selected because of a number of its unique qualities which include:

- It is Canadian-based with reference to Ontario curriculum;
- It has Canadian and Ontario norms for reference;
- It has tests for every grade;
- It is relatively easy to administer during normal class time;
- The turnaround time for reporting the results is relatively fast. This allows teachers, support staff and school administrators to identify and address students' literacy and numeracy strengths and needs early on in the school year.

This assessment tool is purchased each year and CTC is the only source. Until such time as the Board seeks an alternative tool, CTC will remain the sole source.

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BRIEFING NOTE

Date 8 May 2019
To Finance, Budget and Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management
Subject **F5 Load Balancing Upgrade**

Purpose TDSB has deployed F5 load balancing technology since 2011. Over the past eight years F5 load balancing has been playing a critical role in the performance of TDSB's major applications such as AW, Trillium, email, external website, TDSBweb and myINFO, etc. It has come to a point that the eight year old hardware can't meet TDSB's growing demand any more. Also there is a recommendation from a recent Auditor General report to implement a Web Application Firewall (WAF) to protect TDSB's web applications. The board requires new F5 hardware as well as the WAF module to enable the WAF functionality.

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BRIEFING NOTE

Date 8 May 2019
To Finance, Budget and Enrolment Committee
From Craig Snider, Acting Associate Director Finance and Operations
Subject **KEV School Cash Online – Annual Software Support and Maintenance**

Purpose In June 2015, the Board approved the award of a contract to KEV Software Inc. for the provision of their School Cash Online software. This software provides an online solution for the collection of funds from students/parents for school activities fees, lunch programs, sale of merchandise and other fundraising activities. It also enhanced the recording and reporting of school generated funds, replacing Quicken.

The solution has been successfully rolled out to schools in phases since August 2016.

Annual maintenance and support of the software is required for as long as the software is in use.

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