



## **Contract Awards - Operations**

**To:** Finance, Budget and Enrolment Committee

**Date:** 17 September, 2019

**Report No.:** 09-19-3732

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs

### **Recommendation**

It is recommended that the:

1. contract awards on Appendix A be received for information; and
2. 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](http://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 and Enrolment Committee Approval (Nil Items this report)

- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note – Vehicle Refresh For Courier & Logistics department
- Appendix E: Briefing Note – DevOps Professional Services
- Appendix F: Briefing Note – Google Cloud Search
- Appendix G: Briefing Note – Document Management System for OSR Filing
- Appendix H: Briefing Note – Licensing for Online Training Content
- Appendix I: Briefing Note – Instructional Guidance System Software
- Appendix J: Briefing Note – Network Laser Printers & Wide Format Inkjet Printers
- Appendix K: Briefing Note – Professional and Consulting Services of “Critical Friends”
- Appendix L: Briefing Note – myBlueprint Student Career Exploration & Planning Software

## **From**

Carlene Jackson, Associate Director, Business Operations and Service Excellence at [carlene.jackson@tdsb.on.ca](mailto:carlene.jackson@tdsb.on.ca) or at 416-397-3188.

Chris Ferris, Assistant Comptroller, Administrative Services, at [chris.ferris@tdsb.on.ca](mailto:chris.ferris@tdsb.on.ca) or at 416-395-8036.

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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	Business Services (Printing, Mailroom, Courier & Logistics)	<b>JK19-372T Purchase of 2 vans</b> Replacement of old Courier & Logistics department vehicles which have become prohibitive to repair.  <b>See Appendix 'D'</b>	N/A	City Buick Chevrolet Cadillac GMC Ltd.	Yes	No	2	\$56,616	July 2019	Business Services
2	Business Services (Printing, Mailroom, Courier & Logistics)	<b>JK19-372T Lease of 2 vans</b> Replacement of old Courier & Logistics department vehicles which have become prohibitive to repair.  <b>See Appendix 'D'</b>	N/A	Somerville National Leasing & Rentals Ltd.	Yes	No	2	\$63,072	July 2019/ July 2025	Business Services
3	Information Technology and Management Services	<b>Dev Ops Strategy Implementation –</b> professional services to assist with the implementation.  <b>See Appendix 'E'</b>	N/A	Microsoft Canada Inc.	N/A	N/A	Single Source	\$104,000	July 2019	Information Technology and Management Services
4	Information Technology and Management Services	<b>Google Cloud Search</b> Migration from Google's end-of-life platform to their updated platform that is used to provide search capabilities on TDSBweb intranet portal.  <b>See Appendix 'F'</b>	N/A	Onix Networking Canada Inc.	N/A	N/A	Single Source	\$66,800	July 2019	Information Technology and Management Services

5	Leadership, Learning and School Improvement	<p><b>Mathology Suite of Resources</b></p> <p>A unique comprehensive math tool that helps teachers do small group guided math, games, as true assessment for and as learning.</p>	N/A	Pearson Canada	Sole Source	N/A	N/A	\$169,961	September 1, 2019 / August 31, 2020	Leadership, Learning and School Improvement
6	Information Technology and Management Services, Freedom of Information and Privacy Office	<p><b>Document Management System for OSR filing in Central Transcript Office SM14-209P</b> (exercising first of three 1-year extension options)</p> <p><b>See Appendix 'G'</b></p>	N/A	Reprodux	Yes	No	10	\$137,500	July 1, 2019/ June 30, 2020	<p>Central Transcript Office</p> <p>Purchasing Services</p>
7	Information Technology and Management Services / Professional Learning, Training & Leadership Development	<p><b>Licensing for Online Learning Content Access</b></p> <p><b>See Appendix 'H'</b></p>	N/A	Skillsoft Canada Ltd.	N/A	N/A	Sole Source	\$61,296	September 1, 2019 / August 31, 2020	Information Technology and Management Services / Professional Learning, Training & Leadership Development

**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	Leadership, Learning and School Improvement	<p><b>Instructional Guidance System software</b></p> <p>Knowledgehook is an assessment tool that helps teachers check for understanding of math concepts and provides a system to aid in identifying and closing gaps.</p> <p><b>See Appendix 'I'</b></p>	N/A	Knowledgehook	Sole Source	N/A	N/A	\$198,278	October 1, 2019 / August 31, 2021	Leadership, Learning and School Improvement
2	All Schools/ Departments	<p>Network Laser Printers &amp; Wide Format Inkjet Printers</p> <p>AS19-445P</p> <p><b>See Appendix 'J'</b></p>	N/A	Kyocera Compugen	Yes	No	8	\$114,371 \$3,125	Sep 2019 / Aug 2027	IT Services Spec Ed Teacher Purchasing
3	Director's Office	<p><b>Professional and Consulting Services of "Critical Friends" for 2019-2020</b></p> <p><b>See Appendix 'K'</b></p>	N/A	Aporia Consulting Ltd. (Dr. Steven Katz)	Single Source	N/A	N/A	\$69,000	Sept.1 2019/ June 30, 2020	Director's Office
4	Leadership, Learning and School Improvement	<p><b>Student Career Exploration and Planning software</b></p> <p>(myBlueprint)</p> <p><b>See Appendix 'L'</b></p>	N/A	Doublethink Inc.	Single Source	N/A	N/A	\$265,866	Perpetual Annual Renewal	Leadership, Learning and School Improvement



**BRIEFING NOTE**

**Date** 17 September 2019  
**To** Finance, Budget and Enrolment Committee  
**From** Craig Snider, Executive Officer, Finance  
416-395-8469  
**Subject** **Vehicle Refresh for Courier and Logistics department**

**Purpose** Over the last year, several vehicles from the Courier and Logistics were deemed prohibitive to repair and taken off the road, with others in declining condition due to age and continuous daily use. The department has developed a fleet refresh schedule that will allow timely replacement of aging vehicles avoiding excessive maintenance costs incurred when the vehicles get too old.

To address immediate needs, two (2) new vans have been purchased as funds were available to do so. Two (2) additional vans have been leased, allowing cost to be spread over six years.

- Purchase of 2 vans from City Buick Chevrolet Cadillac GMC Ltd -  
\$28,308.00 x 2 = \$56,616
- Lease of 2 vans with Somerville National Leasing & Rentals Ltd. for 72 months - \$438.00/mo. x 72 months x 2 vehicles = \$63,072

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

**BRIEFING NOTE**

**Date** 17 September 2019

**To** Finance, Budget and Enrolment Committee

**From** Peter Singh, Executive Officer, Information Technology and Information Management  
416-396-5700

**Subject** DevOps Strategy Implementation

**Purpose** More and more, the adoption of cloud services is becoming common practise. One of the primary cloud service providers for the TDSB is Microsoft via use of their Azure platform. With the flexibility that Azure offers, many of our solution partners have subscribed to services being offered on this platform. Cloud based technologies are rapidly changing the way IT Services plans, designs, implements and supports technology solutions.

With respect to Azure, DevOps is a unique professional services offering from Microsoft, addressing specific challenges and goals within the Azure platform such as code review, defect management, application building and testing strategies.

Microsoft assisted the TDSB Technology Integration team with the development of a DevOps Roadmap for IT Services. Given their knowledge of the TDSB's technology environment through that exercise and that DevOps implementation is a unique professional services offering from Microsoft with respect to Azure, they are strongly positioned to quickly and efficiently move the implementation phase forward. This engagement will support the goals of IT Modernization and Service Excellence for IT Services.

**Strategic Direction**

- Allocate human and financial resources strategically to support student needs.

**BRIEFING NOTE**

- Date** 17 September 2019
- To** Finance, Budget and Enrolment Committee
- From** Peter Singh, Executive Officer, Information Technology and Information Management  
416-396-5700
- Subject** Google Cloud Search (GCS)
- Purpose** TDSB has deployed a Google Search Appliance (GSA) to provide searching capabilities on the TDSBweb intranet portal for the last 5+ years. Google has announced the end-of-life for th GSA product as of March 2019.
- Google launched a cloud-based search platform in 2018 called Google Cloud Search (GCS) to replace the existing GSA.
- In order to avoid any disruption to service and ensure a smoot migration to the new technology, TDSB requires a professional services engagement with Onix to assist in the planning and execution of the migration to GCS.
- Onix has been collaborating with Google directly in the testing and development of enterprise search features that the TDSB requires. Google has refered TDSB to Onix for integration and deployment services, stating that they are currently the only integrator with capabilities to implement GCS.
- Strategic Direction**
- Allocate human and financial resources strategically to support student needs.

**BRIEFING NOTE**

**Date** 17 September 2019

**To** Finance, Budget & Enrolment Committee

**From** Peter Singh, Executive Officer, Information Technology and Information Management  
416-396-5700

**Subject** Document Management for OSRs – Contract Extension

**Purpose** All school boards in Ontario are required by the Education Act to retain Ontario Student Records (OSR) for a period of fifty-five (55) years. The practice of the Toronto District School Board has been to retain these records in the originating school for a period of five years before they are sent to the Board's Central Transcript Office (CTO) for storage.

Once received by the CTO, each OSR is examined to ensure that it is complete and therefore conforms to legal documentation retention requirements. OSR's are culled as required by legislation in preparation for digitizing by vendor.

OSR's are made up of the following components that must be retained: an OSR cover, a transcript of marks (secondary only), and another one page document that is a Board requirement only. Each OSR folder is the approximate size of a letter sized file folder. Exceptions would be older OSR folders and the Office Index cards where sizes vary.

OSR's are then boxed by the CTO for digitizing and indexing by a third party vendor. The digitized student records are verified for image quality and indexing accuracy by the vendor. When this has been completed, the original documents are shredded in a secure environment by the vendor.

Certified copies of transcripts and Ontario Student Records are requested daily by students, colleges, universities and other organizations. To meet these requests, OSR's are retrieved approximately fifty to one hundred times per day by staff in the CTO.

The CTO is located at 140 Borough Drive, Toronto. Each year, the CTO receives approximately 100,000 Ontario Student Records from our schools. There is an estimated 250,000 OSR's in boxes that have not yet been culled, digitized and indexed in the basement at 140 Borough Drive.

In 2014, following a Request for Proposal process, a contract was awarded to Reprodux for the provision of the document management services. The initial five (5) year term of the agreement has just past and staff have decided to exercise the first of three additional one-year extension options.

- Strategic Direction**
- Allocate human and financial resources strategically to support student needs.

**BRIEFING NOTE**

- Date** 17 September 2019
- To** Finance, Budget and Enrolment Committee
- From** Peter Singh, Executive Officer, Information Technology and Information Management  
416-396-5700
- Subject** Licensing for Online Training Content Access
- Purpose** The Skillport portal offers hundreds of courses and thousands of videos for staff personal and professional learning.
- The collections are curated by Skillsoft, and available online 24/7 to all TDSB staff from anywhere with an internet connection.
- Content is device agnostic, allowing it to reach a greater number of users and providing a valuable alternative to other forms of staff Professional Development (PD).
- The Professional Learning, Training and Leadership Development department currently leverages the portal for some of the Facility Services training needs.
- Collections of course videos and books on a variety of topics includes but is not limited to:
- Computer software use (eg. Windows, G Suite, MS Office, Adobe)
  - Communication
  - Time management
  - Leadership
  - Stress management
  - Project Management
  - Team Building
  - Customer Service Skills
- Additionally there are many technology courses aimed at IT Professionals, on programming, networking, IT Infrastructure, cybersecurity and emerging technologies.
- Staff can search out topics of need or interest or management can assign specific courses from the library.
- Our licensing also allows for posting TDSB in-house PD content to be accessed by staff from the same portal.
- Strategic Direction**
- Allocate human and financial resources strategically to support student needs.

**BRIEFING NOTE**

- Date** 17 September 2019
- To** Finance, Budget and Enrolment Committee
- From** Peter Singh, Executive Officer, Information Technology and Information Management  
416-396-5700
- Subject** Instructional Guidance System Software
- Purpose** Knowledgehook is a formative assessment tool that helps teachers check for understanding of math concepts and provides a system to aid in identifying and closing gaps. Knowledgehook is available in Grades 3-6, to TDSB schools identified as receiving increased or intensive support in mathematics through Focusing on Fundamental Mathematics funding.
- This product will:
- Be used as part of a balanced mathematics program;
  - Inform the implementation of effective instructional strategies based on students' learning profiles (strengths and needs);
  - Help with building teacher capacity through the Math Background feature which provides a review of the math content needed to move students forward in their mathematics understanding;
  - Enhance teacher collaboration as they engage in collaborative lesson planning and share math games they have created for student use;
  - Provide expanded opportunities that recognize and support the diversity of strengths and needs in TDSB classrooms and facilitate high levels of mathematics achievement for all students.
- Knowledgehook helps to address math anxiety and build student confidence as well as accommodates students with gaps in their learning by reading the problems to them. This helps with addressing language barriers experienced by some of the most underserved students within the TDSB.
- Strategic Direction**
- Allocate human and financial resources strategically to support student needs.

**BRIEFING NOTE**

- Date** 17 September 2019
- To** Finance, Budget and Enrolment Committee
- From** Peter Singh, Executive Officer, Information Technology and Information Management  
416-396-5700
- Subject** Network Laser Printers & Wide Format Inkjet Printers
- Purpose** A Request for Proposals (RFP) for Network Laser Printers and Wide Format Inkjet Printers was issued in May 2019 in anticipation of the current contract expiring on August 31st, 2019. The RFP requested bidders to quote on monochrome and colour network ready laser printers of varying monthly duty cycles to satisfy school requirements. Additional service and technical requirements were identified by the evaluation committee consisting of staff from the Purchasing Services, IT Services and Special Education departments. The RFP also covered wide-format inkjet printers that are geared towards use in Digital Arts and Computer Aided Design classroom programs.
- Eight (8) submissions were received for nine (9) categories of laser printers – low, medium and high duty cycle usage.
- Of the eight submissions, three bids were shortlisted for hands-on testing based on pricing, technical specifications and service requirements. The shortlisted printers were subjected to field testing by the evaluation committee and school based staff. Testing was performed to ensure that the new printers could function on all supported platforms (MAC, PC, Chrome) and were appropriate for classroom, special education and office environments. Units that had functionality issues, network problems or software issues were disqualified.
- It is recommended that the wide-format inkjet printers be awarded to Compugen, while the monochrome and colour laser printers be awarded to Kyocera. In addition, it is recommended that Kyocera be awarded the contract to supply toner for the current fleet of laser printers and toner for the new laser printers that will be purchased. There will be an approximate 25% overall savings on the laser printer models being offered over the previous contract pricing.
- Strategic Direction**
- Allocate human and financial resources strategically to support student needs.



**BRIEFING NOTE**

**Date** 17 September 2019

**To** Finance, Budget and Enrolment Committee

**From** Colleen Russell-Rawlins  
Associate Director, Equity, Well-Being and School Improvement  
416-397-3187

Dr. Kathy Witherow  
Associate Director, Leadership, Learning and School Improvement  
416-397-3069

**Subject** Critical Friends – Aporia (Dr. Steven Katz)

**Purpose** Services to be provided include:

- On-site responsive critical friend consultation with Dr. Steven Katz focused on Supervisory Officer learning.
- Meetings will take place approximately once per month as follows:
  - One half-day with the full Supervisory Officer team;
  - one quarter day with the Executive team; and
  - one quarter day with the Director.

**Strategic Direction** • Allocate human and financial resources strategically to support student needs.

**BRIEFING NOTE**

**Date** 17 September 2019

**To** Finance, Budget and Enrolment Committee

**From** Peter Singh, Executive Officer, Information Technology and Information Management  
416-396-5700

**Subject** Student Career Exploration and Planning Software (myBlueprint)

**Purpose** myBlueprint has been used by the TDSB for fourteen years. This tool is used for course selection but it also is a Career/Life Education planner and provides additional resources to students, including Pathways planning, financial literacy resources, information about college, university and apprenticeship opportunities and scholarships. The tool also includes a digital portfolio and helps support the implementation of the Ministry of Education's Creating Pathways to Success policy documents (specifically for the All About Me Portfolio K-6 and the individual Pathways Plan 7-12 components).

myBlueprint is currently in use in each of our secondary schools and is embedded into our Transitions procedures and practices across all elementary and secondary schools. Five years ago, the board undertook a RFP process and decided to select myBlueprint as the tool to be used at the TDSB. Although other companies can provide some components of the myBlueprint platform, this is the only one that combines the tools needed to All About Me, Individual Pathways Plans, Course Selection and a Career/Life Education Planner. Until such time as an alternative product becomes available that can provide the full suite of tools/components needed, this will be a perpetual annual renewal.

**Strategic Direction**

- Allocate human and financial resources strategically to support student needs.