



Contract Awards - Operations

To: Finance, Budget and Enrolment Committee

Date: 7 November, 2019

Report No.: 11-19-3775

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that the contract award in Appendix A be received.

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 and Enrolment Committee Approval (Nil Items this report)
- Appendix C: Contracts Requiring Board Approval (Nil Items this report)
- Appendix D: Briefing Note - Forest of Reading Program

From

Craig Snider, Executive Officer – Finance at craig.snider@tdsb.on.ca or at 416-397-3188.

Chris Ferris, Assistant Comptroller, Administrative Services, at chris.ferris@tdsb.on.ca or at 416-395-8036.

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	Various Schools	Forest of Reading Program See Appendix "D"	N/A	Tinlids	Sole Source	N/A	N/A	\$282,258	October 2019 / March 2020	Library Services Purchasing Services

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
-	Nil Items	-	-	-	-	-	-	-	-	-

BRIEFING NOTE

Date 7 November 2019

To Finance, Budget and Enrolment Committee

From Kathy Witherow, Associate Director, Leadership, Learning and School Improvement
416-397-3077

Subject **Forest of Reading Program**

Purpose The Forest of Reading is Canada's largest recreational reading program and is an initiative of the Ontario Library Association. Each year book titles are selected as finalists for different age ranges in English and French, students read the books and vote for their favourites. The goals of the program are to promote the love of reading, highlight Canadian titles and authors and provide an exciting and encouraging framework in which students develop literacy skills. Last year, 334 TDSB schools chose to participate in the Forest of Reading program and the purchase of 22,260 books was facilitated through this process.

Rationale

Library Learning Resources facilitates a bulk purchase of these books for the system, using a cost recovery model via budget transfer. This strategically maximizes human and financial resources in the following ways.

- **volume discounts** for the bulk ordering of Forest of Reading titles from Tinlids are higher than regular TDSB discounts by 6% for English titles and 5% for French titles. This year, this will result in an overall **savings to the board of \$22,695.02**
- **access to titles** – as the official vendor, Tinlids has priority purchasing from publishers, which ensures that our schools receive the titles.
- **added value and service for schools**
 - 1) internal budget transfer is much less time consuming for school office staff - individual title entry into SAP is not required
 - 2) Library Technical Services handles the cataloguing and processing of the books, allowing teacher-librarians and teachers

to focus on student learning as they receive books already fully processed.

Tinlids is the Ontario Library Association (OLA) **Forest of Reading program official vendor**.

For additional information on The Forest of Reading® program visit the Ontario Library Association's website at:

<http://www.accessola.org/web/OLA/default.aspx>

- Strategic Direction**
- Allocate Human and Financial Resources Strategically to Support Student Needs
 - Transform Student Learning
 - Provide Equity of Access to Learning Opportunities for All Students

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