



## **Contract Awards - Operations**

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

**Date:** 22 January, 2020

**Report No.:** 01-20-3816

### **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 Appendices B and 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
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note – External Cyber Threat Intelligence Solution
- Appendix E: Briefing Note – Library Management Software System

- Appendix F: Briefing Note – Software Licensed Products & Related Services
- Appendix G: Briefing Note – Corning Fiber Optics Products
- Appendix H: Briefing Note – Chatsworth Rack and Power Distribution Products

**From**

Craig Snider, Executive Officer – Finance, at [craig.snider@tdsb.on.ca](mailto:craig.snider@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.

**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	IT Services	<b>External Cyber Threat Intelligence Solution</b> <b>LG19-394P</b> <b>(See Appendix D)</b>	N/A	Intsights Cyber Intelligence	Yes	No	5	\$50,000	Dec.2019/ Nov.2022	IT Services
2	Experiential Learning Specialist High Skills Major (SHSM) programs at six schools.	<b>CCI Learning Licence Certification</b> Provision of a Resource Bundle of certification training on software such as Microsoft Office, Adobe suite, AutoCAD, Quickbooks and Cyber Security for use in Specialist High Skills Major (SHSM) programs in six schools.	N/A	CCI Learning Solutions Inc.	Sole Source	No	N/A	\$62,000	Jan 2020 / Dec 2020	Experiential Learning

**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
1	Printing, Mailroom, Courier & Logistics department  (Business Services)	<p><b>Purchase of (7) Vehicles for Courier &amp; Logistics department</b></p> <p><b>CN20-051T</b></p> <p>Five (5) 1-ton Capacity Cargo vans and two (2) Cutaway (cube) vans.</p> <p>Replacing vehicles currently used by Courier staff that are 15 years or older and beyond economical repair. This is part of a new fleet refresh strategy that will ensure ongoing safe and reliable service to schools and centres.</p>	N/A	City Buick Chevrolet Cadillac GMC	Yes	No	2	\$228,421 (one-time)	Jan 2020	Printing, Mailroom, Courier & Logistics

**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	Library Learning Resources	<b>Library Management Software System extension</b>  (See Appendix E)	N/A	Insignia Software Corporation	Single Source	No	N/A	194,250	Jan.2020 / Dec.2024	IT Services Library Learning Resources
2	All Schools/Departments	<b>Software Licensed Products</b>  <b>OECM 2018-318</b>  (See Appendix F)	N/A	Softchoice Canada Inc.	Yes	No	4	\$188,000	Dec 2020 / May 2025	IT Services
3	All Schools/Departments	<b>Provision of Task Chairs</b>  <b>SAM20-016T</b>  Provision of office chairs for desks/workstations as and when required.	N/A	Hollend Furnishings Ltd.	Yes	No	3	\$105,661	Jan 2020 / Dec 2024	Purchasing Services
4	IT Services	<b>Corning Fiber Optics Products</b>  For use in TDSB Data Centre as and when required.  <b>AS20-005T</b>  (See Appendix G)	N/A	Anixter	Yes	No	2	\$97,416	March 2020/ Feb 2025	IT Services
5	IT Services	<b>Chatsworth Rack &amp; Power Products</b>  For use in TDSB Data Centre as and when required.	N/A	Anixter	Yes	No	2	\$50,099	March 2020/ Feb 2025	IT 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
		<p align="center"><b>AS20-006T</b> (See Appendix H)</p>								
6	Distribution Centre	<p><b>Packaging &amp; Shipping Material</b> <b>SS20-034T</b> Provision of cardboard boxes, shrink-wrap, etc. as and when required for use in picking, packing and shipping orders from the Distribution Centre.</p>	N/A	<p>Astra Custom Packaging Inc.  Office Central Inc.</p>	Yes	No	5	\$262,446	Feb 2020/ January 2024	<p>Purchasing Svcs  Distribution Centre  Facilities Moving Coordinator</p>

**BRIEFING NOTE**

Date 22 January 2020

To Finance, Budget and Enrolment Committee

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

Subject **External Cyber Threat Intelligence Solution**

**Purpose** With ever increasing threats and risks facing our IT infrastructure, the IT Security Operations group requires a platform that supports the rapid and accurate collection of cyber threat intelligence data from a wide range of sources including the Dark Net, Cyber-Crime Forums and Social Media platforms. The solution also needs to normalize, enrich and analyze the threat data while providing actionable intelligence.

A Request for Proposals (RFP) was issued to solicit proposals for a vendor hosted “cloud” based solution. The RFP was created based on requirements from the IT Security Operations department. There were five (5) bids received. Following bid evaluations and a successful completion of a proof-of-concept stage, Intsights Cyber Intelligence was deemed the successful bidder.

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



**BRIEFING NOTE**

Date 22 January 2020

To Finance, Budget and Enrolment Committee

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

Subject **Library Management Software System**

**Purpose** The Insignia Library Management System is a web-based system for tracking resources, patrons and transactions. The software includes modules for circulation, cataloguing, textbook management, asset management and resource management. It is used on a daily basis at all TDSB schools (3.87 million items circulated in 2018-2019) and numerous other sites/programs. This automated system is used by all students, educators and staff for the borrowing of books and other teaching and learning resources including streaming media, e-books and more.

The TDSB implemented the Insignia Library Management System after issuing a Request for Proposals in 2014 to replace the severely outdated systems that existed previously that were extremely difficult to keep operational and support. A contract was awarded to Insignia Software Corporation for an initial five year term. That agreement term is ending and it is recommended that it be renewed for another five year term as the system is reliable and continues to meet the needs of the TDSB.

- 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

**BRIEFING NOTE**

Date 22 January 2020

To Finance, Budget and Enrolment Committee

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

Subject **Software Licensed Products & Related Services**

Purpose The Ontario Education Collaborative Marketplace (OECM) issued an RFP to source a reseller that could provide licensing for a wide variety of enterprise software products, in addition to providing related acquisition and administrative support. Seven proposals were received. Softchoice Canada Inc. scored the highest and was the preferred proponent for both Microsoft and Adobe software. Other software available includes Cisco, Checkpoint, Dropbox, F5, Google, McAfee, VMWare, Quest and Solarwinds among others. TDSB IT staff reviewed the offering through the OECM agreement and found the software costs very competitive with pricing of the existing TDSB contracts and that use of this agreement would be advantageous for the Board.

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

**BRIEFING NOTE**

**Date** 22 January 2020

**To** Finance, Budget & Enrolment Committee

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

**Subject** **Corning Fiber Optics Products**

**Purpose** The fiber optic hardware required for the Board's Data Centre is manufactured by Corning and includes fiber optic cables, connectors and harnesses, rack units, duplex jumper and fiber optic cleaning tools.

Due to a limited number of authorized resellers of the Corning products, only 2 bids were received in response to the tender issued by the Purchasing department. Anixter was the lowest priced bid.

It is recommended that Anixter be awarded the contract.

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

## BRIEFING NOTE

**Date** 22 January 2020

**To** Finance, Budget & Enrolment Committee

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

**Subject** **Chatsworth Rack and Power Distribution Products**

**Purpose** The current contract for Chatsworth rack and power distribution products expires at the end of February 2020. The hardware required is manufactured by Chatsworth Products (CPI) and includes racks for network equipment and power distribution equipment. The hardware is critical to the implementation of the Voice over IP (VoIP) telephone system for the TDSB.

Due to a limited number of authorized resellers for these products, only 2 bids were received in response to the tender issued by the Purchasing department. Anixter was the lowest priced bid.

It is recommended that Anixter be awarded the contract.

**Strategic Direction**

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