



## **Contract Awards - Operations**

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

**Date:** 9 June, 2020

**Report No.:** 06-20-3904

### **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](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: Four (4) New Outdoor Education Vehicles
- Appendix E: Internet Service Provider

- Appendix F: Technical Support Services for Human Capital Management Software Implementation
- Appendix G: Digital Multifunction Photocopier Contract 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	Outdoor Education	Purchase of 4 Cargo Minivans for TDSB Outdoor Education Centres.  <b>JM20-330T</b> See Appendix 'D'	N/A	Blue Mountain Chrysler Ltd.	Yes	No	5	\$110,988	May 2020	Outdoor Education
2	IT Services	Internet Service Provider  <b>LG20-158P</b> See Appendix 'E'	N/A	Cogent	Yes	No	9	\$153,800 (estimated total over 4 years)	July 1, 2020 – June 30, 2024	IT Services
3	Legal Services	Human Rights Investigations	N/A	Turnpenney Milne LLP	N/A	N/A	Single Source	\$150,000	May 15, 2020	Legal Services
4	IT Services SAP Operations	Provision of technical support services with implementation of Human Capital Management software.  See Appendix 'F'	N/A	Avalon Corporate Solutions Corp.	Yes	No	Single Source	\$80,000	June 2020/ August 2020	IT Services SAP Operations
5	Distribution Centre COVID-19 Purchase per Board Motion	Provision of Re-Usable Cloth face masks (900,000)	N/A	Canadian Education Warehouse	Yes	No	7	\$1,566,000	June 4, 2020	Health & Safety Purchasing Services Distribution Centre

**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	All Schools/Departments	Digital Multifunction Photocopiers  One (1) Year Contract Extension  See Appendix 'G'	N/A	Ricoh Canada Inc.	N/A	N/A	Single Source	\$2,942,000	July 2020/ June 2021	Purchasing Services

**BRIEFING NOTE**

**Date** 9 June 2020

**To** Finance, Budget & Enrolment Committee

**From** Manon Gardner, Associate Director – School Operations and Service Excellence

**Subject** **Four (4) New Outdoor Education Vehicles**

**Purpose** As part of the additional savings to be found in the TDSB's delivery of Outdoor Education, transportation costs for day visits has been transferred to schools. To ensure equity of access to increase our ability to serve the system, the TDSB Outdoor Education sites who deliver day programming will expand their program offerings, to include off-site options for schools to choose from. These opportunities may take place on school property, the local school community or local Green Spaces.

The addition of these 4 vehicles to support our Day programming, currently offered through the Forest Valley Outdoor Education Centre, Hillside Outdoor Education School, Toronto Urban Studies Centre and Warren Park Outdoor Education Centre, and support increased mobility of programming the equipment/gear required to make these programs meaningful and successful. This includes program equipment, but also outdoor clothing for students so they can participate safely and comfortably in outdoor programming in a variety of conditions. (i.e., rain gear, winter gear, hats gloves, and the potential of additional PPE if required, etc.)

These vehicles will provide mobility to support up to 8 staff and materials to deliver community based programming daily for up to 8 classes.

The funds to purchase these vehicles will come out of the current budget for Outdoor Education through the savings realized through the labour action and COVID shut downs which impacted programming this year.

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

**BRIEFING NOTE**

**Date** 9 June 2020

**To** Finance, Budget & Enrolment Committee

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

**Subject** **Internet Service Provider**

**Purpose** To support classroom on-line learning, the Board's Wide Area Network (WAN) is directly connected to the Internet.

During the last 12 months, TDSB Internet usage has increased to 30 Gbps (Gigabits per second). We do expect Internet usage to increase beyond 30 Gbps before decreasing to a steady state of 10 Gbps.

Under the provincial Broadband Modernization Program (BMP), every school will be directly connected to the Internet thus reducing the bandwidth needed to access the Internet from the WAN.

The Board currently connects to ORION (Ontario Research and Innovation Optical Network) for access to the Internet. The current Internet connection provides a bandwidth of 30 Gbps.

The current Internet contract with ORION expires on June 30<sup>th</sup> 2020.

A Request for Proposal (RFP) for Internet Services was issued on Jan 15, 2020 and closed on Feb 12, 2020 and nine (9) submissions were received.

The RFP response from Cogent Communications ranked first in score among the proponents who responded.

<u>Timelines</u>	<u>Projected Bandwidth</u>	<u>Cogent Communications</u>
July 1st 2020 to September 2020	30 Gbps	\$7,800
2020-2021	40 Gbps	\$62,400
2021-2022	30 Gbps	\$46,800
2022-2023	10 Gbps	\$18,000
2023-2024	10 Gbps	\$18,000
<b>Total</b>		<b>\$153,800</b>



**Under the Provincial BMP, given that each school would be directly connected to the Internet, the bandwidth associated with the current connection can be significantly reduced based on our usage projections over the next course of 2 years.**

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

## BRIEFING NOTE

- Date** 9 June 2020
- To** Finance, Budget & Enrolment Committee
- From** Peter Singh, Executive Officer, Information Technology and Information Management, 416-396-5700
- Subject** **Technical Support Services for Human Capital Management Software Implementation**
- Purpose** In 2017, Avalon Corporate Solutions Corp., was selected to do an assessment of TDSB's HCM system requirements via RFQ CF17-235Q. In 2018 Avalon was again engage to assist in the implementation of the selected HCM Talent Management System. Due to unforeseen circumstances the project to implement the Recruiting Module of the HCM Talent Management System has been delayed and is behind schedule. SAP Operations needs the vendor, Avalon Corporate Solutions Corp. to assist in order to complete the project on a timely basis.
- Strategic Direction** • Allocate human and financial resources strategically to support student needs.

**BRIEFING NOTE**

**Date** 9 June 2020  
**To** Finance, Budget & Enrolment Committee  
**From** Craig Snider, Executive Officer - Finance

**Subject** **Digital Multifunction Photocopier Contract Extension**

**Purpose** The Board's current contract with Ricoh Canada Inc. expires June 30, 2020. There are approximately 1,995 digital multi-function photocopier devices located in schools and administrative centres throughout the Board. These digital multifunctional devices produce approximately 320 million impressions per year.

There are three main reasons to extend the existing agreement for one additional year.

1. In the months leading up to the system shut down in response to COVID-19, staff from IT Services, the Sustainability Office, and Business Services engaged in discussions around pursuing a print consolidation and centralization initiative supporting digital transformation. This type of initiative will look at printing practices across the system and opportunities to leverage the capacity of the central print department to take on a portion of high volume printing currently happening in schools. The possibility exists to reduce the overall fleet size and identify opportunities to reduce the amount of printing both of which can reduce the amount of annual spend on making copies. In addition to printing on photocopiers, standalone printer use will be part of the review as they are more expensive than multifunction photocopiers to operate. An extension of the agreement provides additional time necessary to investigate these possibilities and potential for fleet reduction in advance of a fleet refresh.
2. Staff has negotiated a reduction in the cost per copy rate for the extension period, that would realize an overall reduction in cost of approximately \$338,000 if the same average annual volume of printing in previous pre-COVID years occurs. In addition to the rate reduction, the fixed monthly costs for add-on accessories have been eliminated for an additional \$140,000 cost reduction over the course of the year.

These savings can be applied towards alleviating existing budget pressures.

3. The Ministry of Government and Consumer Services (MGCS) announced their new agreement for the provision of digital multifunction photocopiers in March. Their awarded vendor is Ricoh Canada Inc. The provincial government's Centralized Procurement Interim Measures requires Broader Public Sector entities to utilize the MGCS agreements or other collaborative entities such as Ontario Education Collaborative Marketplace (OECM) wherever possible. Taking advantage of the MGCS agreement would allow for a seamless transition to a new fleet of copiers as there would not be a change of supplier. Waiting for the timing of this new MGCS agreement provides the opportunity to comply with the Interim Measures going forward and avoid the time and effort required to engage in a TDSB specific Request for Proposal process.

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