



Contract Awards - Operations

To: Special Finance, Budget and Enrolment Committee

Date: 5 August, 2020

Report No.: 08-20-3931

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 and Enrolment Committee Approval – Nil Items this Report
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note - ServiceNow – Safe Workplace Module
- Appendix E: Briefing Note - Certiport Solution Provider for Microsoft Office Specialist (MOS) Certification
- Appendix F: Briefing Note - Provision of Corporate Purchase Card Program

- Appendix G: Briefing Note - Palo Alto Equipment Maintenance & Support
- Appendix H: Briefing Note - Environmental & Sustainability Education: OISE/UT Collaboration
- Appendix I: Briefing Note - Green Communities Canada Partnership Renewal – Improving School Traffic Safety
- Appendix J: Briefing Note - Enhancing School Ground Greening: Evergreen Partnership Renewal (2020 – 2023)

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 | IT Services Mobile & Web Development | <p>Provision of External IT Technical Support Services</p> <p>OECM RFP 2014-213 EXTENSION</p> <p>Extension of services of two (2) Application Developers providing assistance in the development & design of TDSB connects mobile app project. Phase 2 features including communication & productivity to be used by schools to replace their existing Student Agenda/Planner printed documents.</p> | N/A | <p>Altis Professional</p> <p>Step By Step Professional Services</p> | Yes | No | N/A | <p>\$56,357</p> <p>\$50,400</p> | June 2020/ Sept 2020 | IT Services Mobile & Web Development |
| 2 | IT Services | <p>ServiceNow Safe Workplace Module</p> <p>See Appendix 'D'</p> | N/A | ServiceNow Inc. | N/A | N/A | Sole Source | \$108,974 | June 2020 | IT Services |
| 3 | IT Services | <p>Software Defined Wide Area Network – Meraki Equipment and Support for non-school locations.</p> <p>OECM 2017-282</p> | N/A | IBM Canada | Yes | No | 5 | \$106,695 | August 2019 / August 2022 | IT Services |

| | | | | | | | | | | |
|---|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------|-----|-----|-------------|----------------------------------|----------------------------|-------------------------|
| 4 | Experiential Learning | Certiport Solution Provider for Microsoft Office Specialist (MOS) certification for the SHSM Program See Appendix 'E' | N/A | CCI Learning Solutions | N/A | N/A | Sole Source | \$91,999 | August 2020/ December 2021 | Experiential Learning |
| 5 | All Schools & Departments | Provision of Corporate Purchasing Card Program Ministry of Government and Consumer Services (MGCS) through its Provincially Funded (PFO) Consortium Agreement #OSS-00559105 See Appendix 'F' | N/A | BMO Bank of Montreal | N/A | N/A | N/A | \$69,000 (Revenue Generating) | August 2020/ March 2027 | Business Services Staff |

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 lems | - | - | - | - | - | - | - | - | - |

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 | IT Services | <p>Service and Maintenance on Palo Alto Firewall Equipment</p> <p>OECM #2017-282-03</p> <p>See Appendix 'G'</p> | N/A | Compugen | Yes | N/A | 2 | \$437,554 | 1 September 2020 / 31 August 2022 | IT Services/ Purchasing Services |
| 2 | Student Transportation | <p>1-Year Lease Agreement of 15 School Buses for TDSB</p> <p>SX17-198P</p> <p>Lease consists of 8 conventional buses, 2 conventional buses with storage and 5 wheelchair buses. Lease extended for an additional year.</p> | N/A | HSBC Bank Canada c/o Girardin Ontario Inc. | Yes | No | 3 | \$255,976 | August 2020/ August 2021 | Student Transportation and Fleet Services |
| 3 | Sustainability Office / Environmental Legacy Fund | <p>Environmental & Sustainability Education: OISE/UT Collaboration</p> <p>Ongoing development of a collaborative enterprise, centred on environmental and sustainability education (ESE). This initiative will provide support to TDSB teachers already involved in EcoSchools and aims to attract more teachers to the program in the future.</p> <p>See Appendix 'H'</p> | N/A | Ontario Institute for Studies in Education at the University of Toronto (OISE/UT) | N/A | N/A | Sole Source | \$91,000 | September 1, 2020/ August 31, 2023 | Sustainability Office |

| # | 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 |
|---|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------|-----------------------------|------------------------------|------------|-----------------------|-------------------------------|-----------------------------------------------|-----------------------------------------------------|
| 4 | Sustainability Office / Environmental Legacy Fund | Green Communities Canada Partnership Renewal: Improving Traffic Safety See Appendix 'I' | N/A | Green Communities Canada | N/A | N/A | Sole Source | \$88,800 | September 2020/ August 2023 | Sustainability Office / Partnership Office |
| 5 | Sustainability Office | Enhancing School Ground Greening: Evergreen Partnership Renewal See Appendix 'J' | N/A | Evergreen | N/A | N/A | Sole Source | \$90,000 | September 2020/ August 2023 | Sustainability Office / Partnership Office |

BRIEFING NOTE

Date 5 August 2020

To Finance, Budget & Enrolment Committee

From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **ServiceNow – Safe Workplace Module**

Purpose ServiceNow is the platform that supports the “ServiceIT” portal where one can open a help desk ticket, request a service, find answers in the knowledge database, and access the technology catalogue among other functionality. The ServiceNow Safety Apps are part of an additional module that will provide TDSB with the follow services and technologies. These applications are designed to help The Toronto District School Board with managing the return to work. There are 4 applications that the TDSB will have access to as part of this product offering.

Employee Readiness Survey:

- Gain visibility into employee wellness and ability to return
- Survey employees via mobile or desktop
- Use results to initiate workspace planning and reservations

Employee Health Screening:

- Ability to verify temperature of employee to confirm it is within guidelines
- Ability to verify employees have required Personal Protective Equipment
- Gain visibility into return to workplace trends

Safe Workplace Dashboard:

- Quickly see the readiness of sites to support employees returning
- Drill into locations to see status of cleaning and availability of PPE
- Open Safe Workplace apps from the dashboard to take action
- Visualize global infection rates using publicly available aggregated datasets

Workplace PPE Inventory Management:

- Monitor PPE resource needs of your workforce
- View PPE levels by location and facility
- Update inventory based on real-time results

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

BRIEFING NOTE

Date 5 August 2020
To Finance, Budget & Enrolment Committee
From Kathy Witherow, Associate Director – Leadership, Learning and School Improvement

Subject **Certiport Solution Provider for Microsoft Office Specialist (MOS) Certification**

Purpose CCI Learning is the sole Certiport Solution Provider responsible for deploying all certifications in Canada. They are an authorized Education Partner to Microsoft. CCI Learning runs the Microsoft Office Specialist (MOS) Certification in Canada. It is the only official learning and certification program related to the Microsoft Office Desktop suite of applications. All Specialist High Skills Major (SHSM) schools/programs in the TDSB can benefit from this certification, as it will count towards the Ministry requirement of industry-recognized certification and training for all SHSM students in all sectors.

The TDSB Experiential Learning SHSM program has worked with CCI Learning to great success and with recent technology changes by CCI, their platform has become even better: all certifications are now delivered online through a cloud-based server, eliminating the previous need for software to be installed on each TDSB computer, and optimized for use on a variety of devices including Chromebooks.

In light of COVID-19, it is even more imperative that the Board is prepared to meet the demands of the SHSM program through distance learning opportunities such as this online certification program. With a diminished capacity to deliver face-to-face certifications, online options are essential moving forward. CCI Learning is providing access to the entire school community, not limited to just the SHSM students.

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

BRIEFING NOTE

Date 5 August 2020
To Finance, Budget & Enrolment Committee
From Marisa Chiu, Acting Executive Officer - Finance

Subject Provision of Corporate Purchase Card Program

Purpose In April 2015, BMO Financial Group, through an open competitive Request for Proposal (RFP) process, was awarded the contract for the Corporate Purchase Card Program for a three year period, ending July 31, 2018, with 2 one-year extension options, to July 31, 2020.

In 2016, the Ministry of Government and Consumer Services (MGCS) established a provincially funded organization (PFO) Consortium, which allowed the PFOs to leverage the terms of their Corporate Card Services Program agreement through independently negotiated agreements. TDSB is considered a qualified PFO, and would be able to take advantage of the Province's corporate card agreement framework, to eliminate the RFP process while maintaining due diligence for a fair and transparent bidding process.

The combined card volume of the consortium also allowed TDSB to take advantage of a much higher annual rebate level than would otherwise be attainable. TDSB's previous rebate percentage was around 0.7% to 0.8% of purchase card spending. The new agreement provides an average projected rebate of approximately 1.15%.

In the past two years, TDSB earned approximately \$44K to \$60K annually in purchase card rebates, based on purchase card spending during the year. TDSB's purchase card spending totalled \$6.1 million in 2018-19 and \$7.5 million in 2017-18. Based on an estimated annual spend of \$6 to 7.5 million next year, the annual rebate is projected to increase by over 40%, and will be approximately \$69K to \$86K under this new agreement.

The term of the agreement will be from August 1, 2020 to March 31, 2023, with two separate, two-year options to extend to March 31, 2027.

There are no upfront costs or annual fees associated with this program.

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

BRIEFING NOTE

Date 5 August 2020
To Finance, Budget & Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **Palo Alto Equipment Maintenance & Support**

Purpose To secure the network environment, the Board's IT Services department uses Palo Alto firewall equipment. This equipment allows network traffic to be controlled and filtered to reduce cyber threats and attacks. The contracts to renew support and maintenance for both the Internet and Wi-Fi firewalls will expire on August 31st, 2020.

Pricing was obtained from two resellers of Palo Alto network products via the Ontario Education Collaborative Marketplace (OECM) for a two year term. The resellers are Compugen and Teramach.

It is recommended that Compugen be awarded the contract for the resale of support and maintenance for Palo Alto equipment, used for both the Internet and Wi-Fi firewalls.

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

BRIEFING NOTE

Date 5 August 2020

To Finance, Budget & Enrolment Committee

From Manon Gardner, Associate Director – School Operations and Service Excellence
Richard Christie, Senior Manager – Sustainability

Subject **Environmental & Sustainability Education: OISE/UT Collaboration**

Purpose At its 8 February 2017 meeting, the Board of Trustees received the Environment Program report, which described a plan to expand the TDSB's long-standing collaboration with the Ontario Institute for Studies in Education at the University of Toronto (OISE/UT). In October 2017, both parties entered into a three-year agreement centred on environmental education. Through a variety of learning opportunities, this initiative has provided environmental education professional development to TDSB teachers.

Today, the impacts of climate change are becoming more widely understood and teachers are eager to deepen their students' understanding of the environment. The TDSB's collaboration with OISE/UT has offered an invaluable opportunity for both institutions to take action in response to the climate crisis while equipping teachers with the requisite skills to instill in students a respect and appreciation for the environment.

Staff intends to renew a fee-for-service contract with OISE/UT for a subsequent three-year term. The value of the TDSB's contribution to this agreement, funded from the Environmental Legacy Fund, will be \$91,000 annually.

As outlined below, the TDSB's Sustainability Office and OISE/UT will collaborate on planning and implementing a broad range of initiatives, beginning in the 2020/21 school year, including:

1. EcoSchools Conferences and EcoFair

This one-day conference brings together up to 400 teachers from across the TDSB to broaden their knowledge of environmental and ecological literacy. Alumni from the Environmental Education Part 3 Additional Qualification (AQ) course help to lead workshops, along with OISE/UT faculty and community partners. An EcoFair accompanies the conference featuring exhibitors and

TDSB partners. OISE/UT students also attend, with many volunteering at the conference. In the first year of the renewed agreement, this conference will be offered in conjunction with the Environmental Education and Communication (EECOM) national conference, taking place at OISE/UT.

2. EcoSchools Action Research Professional Learning Community (PLC) Team

TDSB teachers are supported to undertake action research in environmental education in their classrooms. Two to three meetings per year will be offered to these teachers. Individual mentoring for action research will be provided for these teacher-researchers as required. Their action research projects will be shared with other teachers at the annual EcoSchools conference and through after-school learning events, as well as through wider publications and conferences presentations.

3. EcoSchools Professional Learning Events at OISE/UT

OISE/UT offers up to 15 professional learning events in environmental education each year that TDSB staff will have full access to. These workshops, lectures, talks and other events are offered in afterschool hours and on Saturdays in the fall, winter and spring terms. As OISE/UT students can also access these events, this provides a unique opportunity to integrate pre-service and in-service teacher professional learning. TDSB AQ Alumni will be invited to lead some of the workshops to develop their leadership skills, along with OISE/UT faculty and community partners.

4. EcoSchools 'Alumni' Meetings

Three meetings will be offered to TDSB educators who have taken AQ courses in environmental education to reconnect, learn from one another, collaborate, and continue their professional learning throughout the year.

5. EcoSchools Principals' Supports

Starting with a focus group to assess needs, two meetings will be offered to TDSB Principals each year to develop their support, knowledge and expertise for those involved in the EcoSchools Program. Individual mentoring will also be offered as requested with an experienced EcoSchools Principal. This begins in the second year of the project.

6. 'Pollinating Partnerships' EcoSchools Celebration

This evening event celebrates teachers' EcoSchools achievements in early June each year. A short keynote will feature a key theme or concept related to environmental education. Using a learning carousel approach, teachers will share best practices with their colleagues and OISE students. A small Ecofair with educational exhibits from community partners will be included.

7. Program Administration & Evaluation

This collaboration includes meetings between TDSB and OISE staff to plan, develop and implement the initiatives listed above. Also included in this collaboration is an evaluative component that focuses on assessing the needs and expectations of teachers to better understand how to meet their professional development requirements over time.

- Strategic Direction**
- Allocate human and financial resources strategically to support student needs
 - Transform student learning
 - Build strong relationships and partnerships within school communities to support student learning and well-being

BRIEFING NOTE

Date 5 August 2020

To Finance, Budget & Enrolment Committee

From Manon Gardner, Associate Director – School Operations and Service Excellence
Richard Christie, Senior Manager – Sustainability

Subject **Green Communities Canada Partnership Renewal – Improving School Traffic Safety**

Purpose At its 8 February 2017 meeting, the Board of Trustees received a report on Improving School Traffic Management that described a plan to expand the TDSB's existing partnership with Green Communities Canada to provide more assistance to schools experiencing significant traffic problems in and around their schools.

Since the 2017/18 school year, up to 15 schools have enrolled in the TDSB's Traffic Safety Program annually. Through this program, a facilitator works with the school community to:

- Investigate and respond to traffic related concerns on school sites and facilitate workable solutions in collaboration with TDSB administration, school staff and school council.
- Design, schedule and conduct field studies, such as traffic observations and travel surveys.
- Identify infrastructure improvements needed and maintain an action plan to monitor progress.
- Liaise with City Transportation staff to address traffic-related concerns around school sites.
- Support the development and implementation of initiatives to encourage active modes of school travel.

Staff intends to renew the TDSB's existing educational partnership agreement with Green Communities Canada, which will be vetted through the TDSB's Partnership Office. The TDSB's contribution to this partnership will be \$88,800 annually over the next three years, to be funded from the Environmental Legacy Fund.

Strategic Direction

- Allocate human and financial resources strategically to support student needs
- Transform student learning
- Build strong relationships and partnerships within school communities to support student learning and well-being

BRIEFING NOTE

Date 5 August 2020

To Finance, Budget & Enrolment Committee

From Manon Gardner, Associate Director – School Operations and Service Excellence
Richard Christie, Senior Manager – Sustainability

Subject **Enhancing School Ground Greening: Evergreen Partnership Renewal (2020 – 2023)**

Purpose For over seventeen years, the TDSB's partnership with Evergreen has provided practical school ground greening support and services to hundreds of schools as they work towards establishing natural outdoor play and learning environments. This partnership has been indispensable in the ongoing development and implementation of designs for accessible and environmentally sustainable schools.

The greening of school grounds is a tangible way in which the TDSB is adapting to climate change. In addition to providing enhanced environmental education teaching and learning opportunities, naturalized school grounds increase biodiversity, help to absorb the greenhouse gas carbon dioxide, and provide shade, an increasingly important school ground feature as the climate warms.

Through the Multi-Year Strategic Plan, the TDSB has committed to increasing the number of students who develop habits associated with active living that improve physical, cognitive and mental health and well-being. The development of improved outdoor play and learning environments through the Evergreen partnership helps to realize this goal.

Staff is in the process of renewing the TDSB's educational partnership with Evergreen for another three-year term. The value of the TDSB's contribution to this agreement, funded by the Sustainability Office operating budget, will be \$90,000 (plus HST) annually.

As in previous years, the TDSB's Sustainability Office and Evergreen will collaborate on planning and implementing a broad range of innovative design projects to create physical spaces and natural features on school grounds that stimulate healthy child development. Through this partnership, a participatory design approach will be applied to ensure the individual needs of each school community are identified and addressed.

With an emphasis on schools with high external challenges, these design

projects will offer rich outdoor play and learning environments and will provide basic infrastructure to support the provision of:

1. **Early Years Outdoor Spaces:** shade, pathways, diverse and equitable play opportunities (e.g., climbing and hanging features, seating, and sand), tree planting, raised planters and storage.
2. **Special Education:** accessible pathways, seating, learning and play features including mud kitchens, art walls and planters
3. **Primary/Junior Play Spaces:** Wood play features for gross and fine motor skill development, outdoor seating areas, shaded spaces and groves of trees and planters

In addition to the projects described above, this partnership will also lend support to schools undergoing a master planning process, traffic management studies and play equipment replacement.

- Strategic Direction**
- Allocate human and financial resources strategically to support student needs
 - Transform student learning
 - Build strong relationships and partnerships within school communities to support student learning and well-being