



## **Contract Awards, Operations**

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

**Date:** 14 October, 2020

**Report No.:** 10-20-3959

### **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

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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 trade 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 – Mathology – Digital Resources
- Appendix E: Briefing Note – MathUp – Digital Resources

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- Appendix F: Briefing Note – Forest of Reading Program
- Appendix G: Briefing Note – Health & Physical Education Digital Resources
- Appendix H: Briefing Note – Internet Broadband Services
- Appendix I: Briefing Note – Microsoft Enrolment for Education Solutions (EES)

### **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	Elementary Schools (K-3)	<b>Mathology – Interactive Digital Resources</b> See Appendix 'D'	N/A	Pearson Canada	Sole Source	N/A	N/A	76,377	September 2020/ August 2021	Leadership, Learning and School Improvement
2	Elementary Schools (4-8)	<b>Math Up – Digital Resources</b> See Appendix 'E'	N/A	Rubicon Publishing Inc.	Sole Source	N/A	N/A	142,958	September 2020/ August 2021	Leadership, Learning and School Improvement

**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	Various Schools	<b>Forest of Reading Program</b> See Appendix 'F'	N/A	Tinlids	Sole Source	N/A	N/A	\$218,321	October 2020/ March 2021	Library Services  Purchasing Services
2	All Schools	<b>TDSB Virtual School Health and Physical Education Digital Resources</b> See Appendix 'G'	N/A	Thompson Educational Publishing Inc.	Sole Source	N/A	N/A	208,648	October 1, 2020/ August 31, 2021 ( perpetual )	Purchasing Services  Health & Physical Education (LLSI)  Virtual Schools

**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	<b>Internet Broadband Services</b>  <b>AS20-114P</b>  See Appendix 'H'	N/A	Beanfield Technologies  Bell Canada  Rogers Communications	Yes	No	6	794,302 <sup>1</sup> (Years 1-2)  2,013,368 (Years 3-8)	October 1, 2020/ September 2028	TDSB IT Services and Purchasing Services / YCDSB / TCDSB
2	IT Services	<b>Microsoft Enrollment for Education Solutions (EES) – Software Licensing</b>  <b>AS21-021P</b>  See Appendix 'I'	N/A	Softchoice	Yes	No	3	\$2,699,270	November 2020/ October 2023	IT Services

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<sup>1</sup> The majority of Year 1 and 2 costs will be funded by the Ministry. Over those 2 years the Ministry-paid portion will be \$1,071,625 and the TDSB portion will be \$516,979. TDSB will commence full payments October 2022.

**BRIEFING NOTE**

**Date** 14 October 2020  
**To** Finance, Budget & Enrolment Committee  
**From** Kathy Witherow, Associate Director – Leadership, Learning and School Improvement

**Subject** **Mathology Digital Resources**

**Purpose** Mathology is a comprehensive math program for K-3 students. Each license includes access to 72 “little books” in interactive digital formats that link stories to the big ideas in the mathematics curriculum. It includes over 380 full lessons with activity cards that allow teachers to differentiate learning for students. Teachers can track student progress and identify learning gaps in the curriculum through online assessments in real time.

As teachers in Virtual Schools have limited access to readily-available and curriculum-aligned teaching resources compared to bricks-and-mortar school teachers, Mathology fulfills a significant content need and will support teachers with delivering an effective math program for K-3 students.

Mathology also has the following benefits:

- Promotes the use of research-informed instructional and assessment practices through an engaging program to help students develop strong math skills.
- Content supports students with special education needs through “read-aloud” functions and expressing math ideas using various representations.
- Content includes culturally relevant and responsive texts, including those written by Indigenous authors.
- Teachers and principals will have an increased understanding of the content of the new curriculum, high-impact instructional and assessment strategies, equitable and culturally relevant and responsive pedagogy in math, and differentiated support for students who may face barriers to achievement in math.

For additional information on Mathology, visit:

<https://www.pearson.com/ca/en/k-12-education/mathology.html>

**Strategic Direction**

- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

**BRIEFING NOTE**

**Date** 14 October 2020

**To** Finance, Budget & Enrolment Committee

**From** Kathy Witherow, Associate Director – Leadership, Learning and School Improvement

**Subject** **MathUp Digital Resources**

**Purpose** MathUp Classroom is a comprehensive, online instructional solution that helps build teachers' knowledge and understanding of mathematics so that they can better help their students. MathUp provides embedded professional learning videos and questions to support teachers' development of math content knowledge and pedagogy. MathUp also features comprehensive student materials, including lessons and virtual activities, that target curriculum requirements and align with effective math teaching.

As teachers in Virtual Schools have limited access to readily-available and curriculum-aligned teaching resources compared to bricks-and-mortar school teachers, MathUp fulfills a significant digital content need and will support teachers with delivering an effective math program for students in Grades 4-8.

MathUp also has the following benefits:

- Promotes the use of research-informed instructional and assessment practices through an engaging program to help students develop strong math skills.
- Content supports students with special education needs by allowing for differentiated learning and expressing math ideas using various representations.
- Teachers and principals will have an increased understanding of the content of the new curriculum, high-impact instructional and assessment strategies, equitable and culturally relevant and responsive pedagogy in math, and differentiated support for students who may face barriers to achievement in math.

For additional information on MathUp, visit <https://www.mathup.ca/>

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**BRIEFING NOTE**

**Date** 14 October 2020  
**To** Finance, Budget & Enrolment Committee  
**From** Kathy Witherow, Associate Director – Leadership, Learning and School Improvement

**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, 277 TDSB schools chose to participate in the Forest of Reading program and the purchase of 22,260 books was facilitated through this process.

Although it is anticipated that system demand for these books may be different this year given changes due to COVID, we anticipate that there is still system need for this support, as it centralizes a process many schools engage in. Although the redeployment of teacher-librarians may reduce the number of schools running the program, many teachers/schools run it as in class programming. This may result in some schools needing more copies than usual to support use within COVID protocols. Other schools may see this as an efficient way to add new Canadian titles to their collection. We have reduced our quote request by one third in consideration of these factors. There is no risk to the TDSB as this is a cost recovery process supporting local school budget decisions.

**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 tens of thousands of dollars**

- **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>

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**BRIEFING NOTE**

**Date** 14 October 2020  
**To** Finance, Budget & Enrolment Committee  
**From** Kathy Witherow, Associate Director – Leadership, Learning and School Improvement

**Subject** **Health and Physical Education Digital Resources**

**Purpose** In an effort to support teachers in providing quality Health and Physical Education (HPE) instruction during the uncertainty caused by COVID-19, this Thompson Education resource was developed for students in grades 9 and 10 in Ontario to give them the tools and strategies they need in order to lead healthy, active, happy lives, which, in turn, will benefit their academic performance, mental health, and social development. This digital interactive resource will provide the students with accurate information related to all three strands outlined in the HPE Secondary Curriculum. It will also provide our teachers with a resource that entails interactive lesson plans, customized assessment and evaluation exemplars, activity builders, and the ability to use a “flipped classroom” approach with approved activities that incorporate physical fitness, movement skills and competence, as well as healthy living topics as outlined in the curriculum.

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**BRIEFING NOTE**

**Date** 14 October 2020

**To** Finance, Budget & Enrolment Committee

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

**Subject** **Internet Broadband Services**

**Purpose** In 2017, the Board engaged Bell Canada in a five-year Contract Agreement to build a new Wide Area Network (WAN) connecting 562 schools and administration buildings across the system to support classroom and administration needs, including Wi-Fi rollout, Voice over IP implementation and consistently increasing bandwidth demands from on-line learning by students and staff. The current contract expires on 22 August 2022.

Since the start of the adoption of cloud-based learning tools and on-line resources approximately 9 years ago, we have observed a consistent increase in Internet traffic to support classroom learning. Currently, that traffic between the classrooms and the Internet is channeled through the Data Centre. By connecting schools directly to the Internet, we will improve efficiency and service availability for classrooms. This new approach will also help the Board realize savings in network connectivity expenses, now and in the future, since Internet access costs have continually become less expensive over time.

**The Ministry of Education is funding the majority of the Internet Broadband Contract for the initial two school years (2020-2021, 2021-2022). The TDSB will be responsible for funding the difference in years 1 and 2, and then the full cost in subsequent years. The allocated amount from the Ministry is \$1,071,625 over the first two years, and the TDSB will pay \$516,979 to cover the difference not covered by the Ministry funding over those two years.**

Over the past 3 years, the Board has been paying approximately \$5,200,000 annually for internet service. The new recommended agreements will see annual cost drop to approximately \$2,013,368 with improved services and redundant connections, which means that if one connection goes down, the redundant (or back up) connection will take over resulting in no loss of

service.

The Board issued a Request for Proposal (RFP) for Internet Broadband Services along with Toronto Catholic District School Board and York Catholic District School Board. Although the three Boards went to the market together to try to leverage the best possible pricing and to work collaboratively, each board had the right to award to different bidders. The technical requirements were evaluated together and we came up with a joint consensus score. Pricing was different for each board, so the pricing was scored by each individual board on a per site basis, resulting in different final scores, and final award recommendations.

Each bidder had to meet a requirement threshold. Of the six bids received, two did not meet the technical threshold, and one only bid on YCDSB. This left 3 bidders for TDSB to consider.

<b>Provider</b>	<b># of Sites</b>	<b>Total 8 Year Contract Price</b>
Beanfield	69	\$4,580,400
Rogers	477	\$8,267,525
Bell	7	\$820,887
		<b>\$13,668,812</b>

A combination of pricing from Bell, Rogers and Beanfield will effectively provide coverage and service to all our schools with approximately 61% annualized savings starting in year 3.

The contract is based on a 3-year initial term with five optional one-year extensions, with the majority of schools completing migration by May 2022.

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## BRIEFING NOTE

**Date** 14 October 2020  
**To** Finance, Budget & Enrolment Committee  
**From** Peter Singh, Executive Officer, Information Technology and Information Management

**Subject** **Microsoft Enrolment for Education Solutions (EES)**

**Purpose** The current three year Microsoft software license agreement expired on October 1st, 2020 with an extension granted by Microsoft until the end of the month. The EES agreement licenses our staff and students for various traditional Microsoft products including Office 365 and the Windows 10 operating system. It also includes Client Access licenses for products like Windows Server and Exchange while also incorporating newer products for enhanced online user security such as Azure Advanced Threat Protection and Azure Identity Protection.

The Microsoft EES agreement licenses are mission critical software and services for the Board. It enhances the ability of IT Services to provide Service Excellence to the Board's entire end-user community and improvements to the Microsoft's security products being offered will foster IT Modernization.

Three (3) bids were received from CDW Canada, Softchoice Canada, and Long View Systems.

With the lowest overall bid price of \$2,699,270.28 per year (\$8,097,810.84 over the three year term), it is recommended that Softchoice be awarded the contract for the Board's EES agreement with Microsoft.

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