



Contract Awards, Operations

To: Finance, Budget and Enrolment Committee

Date: 3 November, 2020

Report No.: 11-20-3980

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 award 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

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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), 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 – Markbook Software
- Appendix E: Briefing Note – Zoom Edu Licenses

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	All Schools	Markbook software. A mark/grade tracking tool primarily used by secondary teachers to compile and calculate marks for students. See Appen i	N/A	The Acadiem Group	Sole Source	No	N/A	\$82,000	Sept. 2020/ Aug.2021	IT Services
2	Continuing Education Department	Printing of Learn4Life Winter2020/Spring2021 Brochures- Printing/Binding/Mail prep/Delivery to Post Office for distribution of annual brochures promoting General Interest and Se iors' courses through the Continuing Education Department.	N/A	Metroland Media	Yes	No	4	\$130,532 ¹	Oct 2020/ Dec 2020	Continuing Education/ Purchasing Services
3	All Schools	Zoom Edu Licences See Appen i	N/A	Zoom Video Communications	Sole Source	No	N/A	\$121,539	Oct 2020/ Oct 2021	IT Services

¹ Cost of distribution via Canada Post is not included but is estimated to be approximately \$153,000.00

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	Schools/Nutrition Services/Student Nutrition Programs	Dairy Products Provision of dairy products as and when required such as milk, yogurt, cheese, etc. MGCS OSS-00631650 - Dairy Products	N/A	Agropur Dairy Cooperative	Yes	No	N/A	\$265,000	Nov 2020/ Sep 2022	Nutrition Services Purchasing Services

BRIEFING NOTE

Date 3 November 2020
To Finance, Budget & Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management
Subject **Markbook Software**

Purpose Markbook is a mark and grade tracking tool, primarily used by teachers at the secondary (9-12) level. It is used to compile and calculate marks for students and features bi-directional integration with Trillium SIS which allows teachers to import class lists and export student grades. It has been in use in most secondary schools for several years by a large number of teachers. During the initial weeks of the COVID-19 pandemic, the web version of Markbook allowed teachers to transition their grade tracking records to a remote learning environment. With the introduction of virtual schools and the possibility of in person schools needing to pivot to remote learning as the health situation evolves, it will be critical to maintain this functionality.

Markbook is not available through resellers and can only be purchased directly from the vendor, The Acadiem Group. Markbook was purchased individually by schools for several years and since 2015 has been funded centrally from the IT Services budget. With the upcoming migration from Trillium SIS to Powerschool SIS over the next two years, the functionality of the Markbook application may be duplicated and enhanced within Powerschool SIS, rendering Markbook obsolete. This will not be determined with certainty until the migration to Powerschool SIS is complete.

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

BRIEFING NOTE

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Subject **Zoom Edu Licenses**

Purpose Zoom Video Communications Inc is an easy to use conferencing platform that provides tele-conferencing, tele-commuting, video conferencing and distance learning capabilities. The Zoom application was investigated as a possible tool to be used by the Special Education/Professional Support Services team as they required a secure and private remote video conferencing tool. IT Services have researched the Zoom platform and attended technical demonstrations of the service to ensure MFIPPA and PHIPA compliancy, proper system integration and compatibility. IT Services Risk and Privacy assessments have returned with a low risk level for Zoom use.

As a result, Zoom was implemented in August for use by; Special Education/Tele-Health team, Principals, Vice-Principals, Trustees, Senior Team and Business Managers. Parent and Community Engagement as well as School Councils had also requested licensing for this platform and were included in this initial licensing.

An expansion of licences to include all FTE teachers was planned for November. Upon review of pricing for all the various groupings of staff, it was determined that it would be a lower cost to licence all TDSB's FTE staff through a singular enterprise site license.

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