



Contract Awards, Operations

To: Finance, Budget and Enrolment Committee

Date: 24 February, 2021

Report No.: 02-21-4037

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that:

1. the contract award 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), 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 – Splunk Licensing and Support Renewal
- Appendix E: Briefing Note – Boardmaker 7 Software

Agenda Page 17

- Appendix F: Briefing Note – Lexia Reading Programs Software
- Appendix G: Briefing Note – Veritas Netbackup Software
- Appendix H: Briefing Note – STAR Online Learning System

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	Splunk Licensing and Support Renewal AS21-123P See Appendix 'D'	N/A	Softchoice	Yes	No	3	111,692	February 2021/ January 2022	IT Services

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	Special Education	Boardmaker 7 Software SAM21-201SSF See Appendix 'E'	N/A	Tobii-Dynavox LLC	N/A	No	Sole Source	\$70,000	May 2021/ April 2024	IT Services Special Education Purchasing Services
2	Special Education	Lexia Reading Programs Software SAM21-225SSF See Appendix 'F'	N/A	Greenfield Learning	N/A	No	Sole Source	\$82,666	April 2021/ March 2024	IT Services Special Education Purchasing Services

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>Veritas Netbackup Software – New and Renewal Licenses</p> <p>OECM 2018-318-03</p> <p>See Appendix 'G'</p>	N/A	TeraMach	Yes	No	N/A	\$314,300	March 2021/ May 2025	IT Services
2	Distribution Centre	<p>Office Supplies Products</p> <p>Products to be provided as and when required to replenish inventory at the Distribution Centre. Product examples include folders, envelopes, clips, staples, post-it-notes, binders, labels, etc.</p> <p>SS21-006P</p>	N/A	<p>Office Central</p> <p>Canadian Education Warehouse</p> <p>Novexco – Hamster Inc.</p> <p>Supreme Learning</p> <p>Corporate Express o/a Staples Advantage</p> <p>Brault & Bouthillier (B&B Education)</p> <p>Baldwin School Supply</p>	Yes	No	9	<p>\$422,800</p> <p>\$44,551</p> <p>\$114,174</p> <p>\$45,193</p> <p>\$457,249</p> <p>\$13,352</p> <p>\$201,475</p>	March 2021/ February 2025	<p>Distribution Centre</p> <p>Purchasing Services</p>
3	Special Education and Inclusion	<p>STAR Online Learning System</p> <p>STAR Program for on-line learning for students with special needs.</p> <p>See Appendix 'H'</p>	N/A	STAR Autism Support	N/A	No	Sole Source	\$122,220	February 2021/ June 30, 2024	Special Education and Inclusion
4	Distribution Centre	<p>Promotional Products</p> <p>TDSB branded products to be provided as and when required to replenish inventory at the Distribution Centre. Product examples include pens, folders, mugs, re-usable water bottles, etc.</p>	N/A	<p>Corporate Express o/a Staples Advantage</p> <p>ROI Marketing</p>	N/A	No	3	<p>\$55,097</p> <p>8,765</p>	March 2021/ July 2025	<p>Distribution Centre</p> <p>Purchasing Services</p>

#	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
		SS21-003P (OECM #2020-346)								
5	All Schools	<p>Combination Padlocks with Tracking Tools</p> <p>Padlocks for student use with their lockers. Cost recovered from parents/students.</p> <p>SM21-086P</p>	N/A	BG Distribution	Yes	No	6	\$124,693	March 2021/ February 2024	Purchasing Services

BRIEFING NOTE

Date 24 February 2021

To Finance, Budget & Enrolment Committee

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

Subject **Splunk Licensing and Support Renewal**

Purpose Splunk is an analytics and management solution currently being used by the IT Services department. It continually monitors mission critical components of our IT infrastructure such as servers (including Exchange email), databases, storage and network applications. It allows IT Services staff to identify and prevent service disruptions to these critical components, while also minimizing the time to restore service when outages do occur. Splunk applies advanced machine learning intelligence to data ingested from various IT monitoring sources within the Board to provide predictive analytics and alert management in a single unified dashboard. Licensing and support for this solution is required to be renewed on an annual basis.

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

BRIEFING NOTE

Date 24 February 2021

To Finance, Budget & Enrolment Committee

From Angela Nardi-Adessa, System Superintendent – Special Education and Inclusion
Andrew Gold, Associate Director – Leadership, Learning and School Improvement

Subject **Boardmaker 7 Software**

Purpose

Boardmaker is assistive technology software. It is used by the Special Education department to allow instructors to create interactive and engaging activities for their students. Boardmaker Studio has been in use at the TDSB for several years and was licensed board wide in April 2016. The vendor has released a new version of the product called Boardmaker 7 which requires the purchase of new licensing which is sold on a subscription basis. Under this licensing model, teachers will be setup with Boardmaker online accounts, which will allow them to successfully logon and run the software. Licensed teachers will be permitted to install and use the software on an unlimited number of devices, which will enable them to use the software from home on personal computers. The teaching side of the new Boardmaker software will work on the Windows, MAC and Chrome Operating Systems, while the student portion of the software will work across Windows, MAC, Chrome and iOS.

Boardmaker specifically supports students with developmental and physical disabilities, while addressing behaviour and communication needs. It can also be used with students who are learning English as a second language or in the early stages of literacy development. Boardmaker allows educators to create visual resources that help students with communication, self-regulation and transitions. Interactive activities allow students to practice skills, demonstrate their knowledge and understanding and complete tasks independently, as the activities can include built-in visual and auditory supports. Boardmaker works with accessibility devices such as switches. Boardmaker 7 also includes access to additional resources, such as Reading Avenue which can be used with emergent readers.

Boardmaker addresses the unique needs of Special Education by supporting students with developmental and physical disabilities. There are no competing products that can currently match its overall functionality. Tobii-Dynavox LLC is the sole distributor of the Boardmaker software.

It is recommended that Tobii-Dynavox be awarded a three year contract to supply Boardmaker software to the Board for a total cost of just under \$210,000. This contract will license 1500 educators for a period of three years. Each educator will be able to roster up to 10 Special Education students. The new subscription licensing model will allow for a more predictable annual spend for the software and a more targeted approach for its use and distribution.

- Strategic Direction**
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BRIEFING NOTE

Date 24 February 2021

To Finance, Budget & Enrolment Committee

From Angela Nardi-Adessa, System Superintendent – Special Education and Inclusion

Andrew Gold, Associate Director – Leadership, Learning and School Improvement

Subject **Lexia Reading Programs Software**

Purpose Lexia Reading programs (Lexia Reading Core 5 for K-5 and Lexia PowerUp for 6-12) are blended, individualized reading intervention programs. These two programs are purchased together and are already used by a growing number of TDSB schools to support students with special education needs. The Special Education department would like to make a centralized purchase of these applications for students who are reading below their grade's expected reading level and require systematic and explicit instruction in the different skill areas of reading. Each application has an on line component, through which the program provides adaptive, individualized reading instruction to students at their own reading level. This is combined with supplementary lessons provided by teachers to students. Students can log into the program on any web-enabled device, providing flexibility to support students who are learning in a virtual environment.

Greenfield Learning is the sole authorized representative of Lexia Learning Systems LLC products and services. The Ministry of Education of Ontario promoted the use of Lexia Reading in 2020 and worked with Greenfield to develop pricing for school boards to purchase the program. The proposed contract will license 1,800 students for Lexia Reading Core 5 and Lexia PowerUp for three years at a total cost of \$248,000.

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

BRIEFING NOTE

Date 24 February 2021
To Finance, Budget & Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management
Subject **Veritas NetBackup Software**
Purpose Netbackup by Veritas is our current enterprise data backup system for on-premise mission critical services such as Microsoft Exchange, SAP, Oracle and SQL.

The demand for storage to backup our critical systems has continued to appreciate. We require licensing for a total of 260 TB of storage, in addition to support for the associated Netbackup appliances.

Under the existing Ontario Education Collaborative Marketplace (OECM) agreement for Software License Products and Related Services, Teramach is the only reseller of Veritas licensing and support.

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BRIEFING NOTE

Date 24 February 2021

To Finance, Budget & Enrolment Committee

From Angela Nardi-Adessa, System Superintendent – Special Education and Inclusion
Andrew Gold, Associate Director – Leadership, Learning and School Improvement

Subject **STAR Online Learning System**

Purpose The STAR resources provide a foundation to ensure that students who are struggling to access the existing general education curriculum have the resources they need to be successful. Resources include assessment, lesson plans, visual supports, behavior supports and academic instruction. Teachers, paraprofessionals, and related service staff may access these resources to identify target skills and follow detailed lesson plans for instruction, access the supplemental supports during teaching time and routines, as well as collect data on student outcomes.

The STAR Program is used in over 2,500 school districts and school boards throughout the United States and many school boards throughout Canada. It has been researched by several universities and has been shown to be effective in six published research studies, two of which were randomized control trial studies (see STAR Research and Curriculum Overview Section 1: Research Support), for students with autism and other developmental disabilities. An online companion to the STAR Program is the STAR Online Learning System (SOLS-primary and SOLS-secondary). SOLS is a synchronous (instructor lead) virtual learning program for when learning cannot take place in-person at school. SOLS provides the student with a REEL (Remote Education for Exceptional Learning) that is similar to a PowerPoint, but it is interactive. This process allows the remote instruction to simulate in-classroom instruction.

The combination of the STAR Program for on-site learning and SOLS for remote learning allows teachers to offer a seamless hybrid learning program to students. In addition to STAR and SOLS, teachers will have access to the STAR Media Center which provides supporting digital materials to the STAR/SOLS curriculum. The STAR Media Center includes theme units, visual supports for teaching STAR/SOLS routines, video training on the STAR/SOLS programs, asynchronous packets, and home supports. The combination of STAR, SOLS (when remote learning is needed) and the STAR Media Center, is designed to meet each student's individual needs.

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