



Contract Awards, Operations

To: Finance, Budget and Enrolment Committee

Date: 13 October, 2021

Report No.: 10-21-4161

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 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 & Enrolment Committee Approval
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note – Provision of Cafeteria Services at 11 Schools
- Appendix E: Briefing Note – HCM System Implementation and Support Services

- Appendix F: Briefing Note – 3D Printers
- Appendix G: Briefing Note – Knowledgehook Digital Assessment Software

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	Occupational Health & Safety	Non-Crisis Prevention Intervention Training Program Provided school-based staff that work with students with risky behaviours with information on de-escalating strategies and hands-on learning opportunities to react to physical behaviour.	N/A	Crisis Prevention Institute (CPI)	N/A	No	Single Source	\$71,000	February 2021/ August 2021	Occupational Health & Safety
2	Child Care Services	Digibot Software Provision of an online platform that provides support with the day-to-day operations of the TDSB Extended Day Program (EDP) from both an administrative and financial perspective. This includes the ability to offer registration and waitlist functionality and communication with EDP families. DA21-397SSF	N/A	Digibot Data Systems Inc.	N/A	No	Sole Source	\$18,755	Perpetual	Child Care Services
3	Nutrition Services	Provision of Cafeteria Services to eleven (11) schools. DA21-501P See Appendix "D"	N/A	Just Catering Foods	Yes	No	3	Revenue Generating	September 2021/ August 2025	Nutrition Services Purchasing Services
4	Employee Services	Human Capital Management (HCM) System Implementation and Support Services See Appendix "E"	N/A	Firas Korabi	N/A	N/A	Single Source	\$75,000 (over term of engagement)	May 2021/ February 2022	Employee 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	Human Rights and Indigenous Education	<p>Document Remediation Services</p> <p>Current TDSB website content requires remediation to achieve Accessible Web Compliance as per the <i>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</i>.</p> <p>AS22-036SSF</p>	N/A	Onix Networking Canada - Equidox	N/A	N/A	Single Source	\$246,752	October 2021 / December 2021	Human Rights and Indigenous Education

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	Distribution Centre	<p>Arts & Crafts Supplies</p> <p>Products to be provided as and when required to replenish inventory at the Distribution Centre. Product examples include paint, modelling clay, paint brushes, canvas, yarn etc.</p> <p>SS21-244P</p>	N/A	<p>Aboveground Art Supplies</p> <p>Baldwin School Supplies</p> <p>School Source</p> <p>Staples</p> <p>Office Central</p> <p>Canadian Education Warehouse</p> <p>School Speciality</p> <p>Spectrum</p> <p>BB Education</p>	Yes	No	10	<p>\$4,192</p> <p>\$64,124</p> <p>\$129,793</p> <p>\$5,992</p> <p>\$84,933</p> <p>\$35,179</p> <p>\$13,584</p> <p>\$79,284</p> <p>\$49,886</p>	<p>November 2021/ October 2025</p>	<p>Distribution Centre</p> <p>Purchasing Services</p>
2	All Schools	<p>Provision of 3D Printers and Supplies as and when required.</p> <p>DA21-336P</p> <p>See Appendix "F"</p>	N/A	<p>Inksmith Ltd.</p> <p>CAD MicroSolutions</p>	Yes	No	3	<p>\$197,500</p> <p>\$313,300</p>	<p>October 2021/ October 2026</p>	<p>IT Services</p> <p>Student Engagement & Experiential Learning</p> <p>STEM, Science & Robotics</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
3	All Schools	<p>Knowledgehook Digital Resources</p> <p>A digital formative assessment tool that helps teachers check for understanding of math concepts and provides a system to aid in identifying and closing gaps.</p> <p>DA21-687SSF</p> <p>See Appendix "G"</p>	N/A	Knowledgehook Inc.	N/A	N/A	Sole Source	\$350,000	September 2021/ August 2022	Mathematics, Leadership, Learning & School Improvement

BRIEFING NOTE

Date 13 October 2021

To Finance, Budget & Enrolment Committee

From Craig Snider, Associate Director – Business Operations and Service Excellence

Subject **Provision of Cafeteria Services at 11 Schools**

Purpose In the 2020-2021 school year, the COVID-19 pandemic led to the decision not to open school cafeterias at the beginning of the school year to protect the safety of students and staff. This closure lasted for the entire school year. Because of the uncertainty of the pandemic and the inability to offer customary school based food services, agreements with our two (2) external cafeteria services providers were extended for the 2020-2021 year (in the event a mid-year re-opening could occur). As that school year neared an end with cafeterias still closed and the status for the 2021-2022 school year still unknown at that time, the two operators were offered an additional extension year to help ride out the pandemic period.

One of the two operators informed the Board that to provide service into the 2021-2022 school year, they would need to change their financial model to a profit/loss sharing model rather than the current commission-based model. With the precarious state of school cafeterias across the province experiencing the continued decrease in sales since the implementation of PPM-150 back in 2011, and the growth of food delivery services such as UberEats, Skip The Dishes, Door Dash and others, moving to a model that could involve sharing in loss was too risky for the Board to entertain.

In order to attempt to maintain service to those schools with operations previously run by that vendor, eleven (11) schools within their grouping with sustainable sales figures were offered to the market via a Request for Proposals (RFP). The schools in this grouping are:

- Burnhamthorpe CI
- Etobicoke CI
- Silverthorn CI
- West Humber CI
- Weston CI
- Beverley Heights MS
- Emery CI
- L'Amoreaux CI
- William Lyon Mackenzie CI
- Sir Wilfred Laurier CI
- W.A. Porter CI

Three (3) bids were received in response to the RFP.

Following evaluation of the submissions a contract was awarded to Just Catering Foods (who currently operate another grouping of TDSB school cafeterias) for a term of two (2) years plus two (2) additional one-year extension options. A commission based model was able to be maintained with a commission rate of 10% for the first year, increasing to 15% for year two.

Commissions are administered centrally to support the maintenance/repair/replacement of cafeteria kitchen equipment and supplies in all cafeterias operating within the TDSB including those operated by our in-house Nutrition Services department.

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

BRIEFING NOTE

Date 13 October 2021
To Finance, Budget & Enrolment Committee
From Andrew Gold, Associate Director – Leadership, Learning and School Improvement
Subject **Human Capital Management System Implementation & Support Services**

Purpose In May 2021 the services of Firas Korabi were retained to ensure continuity with the ongoing implementation of the SABA Human Capital Management (HCM) system. A key element of his role is to help coordinate all of the departments within Employee Services so that each individual department can be brought online as the functionality required for each department is different. Mr. Korabi was selected to do this work as he had previous experience through his previous employer with the TDSB SABA implementation. External assistance with this implementation has been required due to lack of internal resources and expertise with this type of solution.

The original agreement was initiated with an upset limit of \$30,000 and an end date of August 31, 2021. In July 2021 the original agreement with Mr. Korabi was increased by an additional \$15,000 to allow necessary work to continue. At the end of the initial term it was apparent there was still work to be done and a further extension of approximately six months, with an additional cost of approximately \$30,000 is necessary to ensure successful completion of the project and allow opportunity for knowledge transfer from Mr. Korabi to TDSB system support staff.

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

BRIEFING NOTE

Date 13 October 2021

To Finance, Budget & Enrolment Committee

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

Subject **3D Printers**

Purpose 3D printing introduces modern and engaging technology to STEAM classes and spaces. At the secondary level it allows students to design and manufacture complex parts to facilitate 3D Computer Aided Design, while at the elementary level, 3D printing introduces concepts of experimentation and creation to younger students.

To solicit bids from qualified 3D printer vendors, a Request for Proposals (RFP) was issued April 27, 2021 and closed on May 18, 2021. The RFP evaluation committee was looking for products that could meet the requirements identified for both the elementary and secondary panels. Bids were received from 3 vendors: CAD Micro, Inksmith Ltd. and One Diversified. The bids were first evaluated based on technical requirements, service requirements, company past performance and pricing.

The top two scoring bids were from CAD Micro and Inksmith Ltd., who respectively offered the Ultimaker and Cubicon line of 3D printers. These two vendors were invited to participate in a hands-on evaluation of their 3D printers. During this stage of evaluation, representatives from IT Services tested and reviewed certain aspects of the printers such as durability of the printer construction, the complexity of the 3D printing process, print quality, and noise and odour emitted during the 3D printing process.

It is recommended that CAD Micro and Inksmith Ltd. each be awarded a contract to provide 3D printers and related consumables and service. CAD Micro for the Ultimaker S5 Pro, geared towards the Specialist High Skills Major-Technology programs and Inksmith Ltd. for the Cubicon Style Plus and Cubicon Single Plus. Both Cubicon models are both geared towards entry level 3D printing, with the Single Plus offering a larger volume format over the smaller, lower priced Style Plus.

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

BRIEFING NOTE

Date 13 October 2021

To Finance, Budget & Enrolment Committee

From Andrew Gold, Associate Director – Leadership, Learning & School Improvement

Subject **Knowledgehook Digital Assessment Software**

Purpose Knowledgehook is a digital formative assessment tool that helps teachers check for understanding of math concepts and provides a system to aid in identifying and closing gaps. Within the digital tool are unique features such as “Warm-ups” which may be used before a lesson as a diagnostic to inform the selection of effective instructional strategies, and “Exit Tickets” which may be used after a lesson to check for understanding.

Knowledgehook is available to students across the Board in grades 3-10 in English and French. This digital formative assessment tool will also be available to all students across the Board. Knowledgehook aligns with the new Grades 1-8 Math curriculum and the new Grade 9 de-streamed math course.

In addition, the tool provides expanded opportunities for practise by allowing students to solve problems independently or in small groups using a variety of strategies. Knowledgehook helps to address math anxiety and build student confidence as well as accommodates students with gaps in their learning by reading the problem to them. This helps with addressing language barriers experienced by some of the most underserved students within the TDSB.

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