



Contract Awards, Operations

To: Finance, Budget and Enrolment Committee

Date: 12 May, 2021

Report No.: 05-21-4090

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that:

- (a) the contract award on Appendix A be received for information;
- (b) 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 – Digital Dynamic Mathematics Manipulatives
- Appendix E: Briefing Note – Learn at Home Math Kits for Intervention Schools

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- Appendix F: Briefing Note – Online Financial Literacy Program – Enriched Academy
- Appendix G: Briefing Note – Multi-function Devices (Photocopiers)

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 | Leadership, Learning and School Improvement – Mathematics | Brainingcamp Digital Mathematics Manipulatives See Appendix 'D' | N/A | Brainingcamp, LLC | Sole Source | N/A | N/A | \$54,870 | March 2021/ August 2021 | LLSI – Mathematics |
| 2 | Early Years | Spectrum Learn at Home Math Kits for SK/Grade 1 Students in Intervention Schools. See Appendix 'E' | N/A | Spectrum Educational Supplies Ltd. | Sole Source | N/A | N/A | \$75,565 | April 2021 | Early Years |

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 | All | Projector Lamps and Bulbs for use in various types of digital projectors. AS21-302P | N/A | Compugen Inc Diversified Audio Visual Canada LR Brown Audio Visual Ltd Jaspertronics | Yes | No | 9 | \$6,165 \$17,452 \$19,566 \$900 | May 2021 / April 2026 | Purchasing Services |
| 2 | Experiential Learning Department | Online Financial Literacy Program for use in Specialist High Skills Major (SHSM) programs. See Appendix 'F' | N/A | Enriched Academy | Sole Source | N/A | N/A | \$250,000 | April 2021 / April 2022 | Purchasing Services/ Experiential Learning |

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 | All Schools/Departments | Provision of Multi-Function Devices (Photocopiers) for use in schools and administrative offices. MGCS – Workplace Print and Services – Tender 11359 See Appendix 'G' | N/A | Ricoh Canada | N/A | N/A | N/A | \$2,800,000 | June 2021/ May 2026 | IT Services/ Purchasing Services |

BRIEFING NOTE

Date 12 May 2021

To Finance, Budget & Enrolment Committee

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

Subject **Digital Dynamic Mathematics Manipulatives**

Purpose Brainiaccamp is a provider of 16 virtual and dynamic manipulatives for visualizing mathematics concepts and making student math thinking visible. Brainiaccamp manipulatives augment traditional math manipulatives by leveraging the digital environment to support building students' conceptual understanding.

Brainiaccamp supports the TDSB Multi-Year Strategic Plan in the following ways:

- Promotes the use of research-informed instructional and assessment practices through an engaging program to help students develop strong math skills.
- Supports the learning of mathematics in the early years through visualizing mathematical concepts of number and quantity
- Gives numerous tools to support differentiated instruction and universal design for learning by providing multiple ways of representation and expression.

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

BRIEFING NOTE

Date 12 May 2021

To Finance, Budget & Enrolment Committee

From Curtis Ennis, Associate Director – Equity, Well-Being and School Improvement

Subject **Learn at Home Mathematics Kits for Intervention Schools**

Purpose This product is specifically designed for Early Learners and math development. Students will be able to access various materials to support play based math learning. This will support summer learning for our exiting Senior Kindergarten (SK) students and future Grade 1 students of our 51 schools. Educators in Grade 1 will also receive these resources to continue the learning with their students in September. Since these are all individually packaged, it also supports Health and Safety concerns during this pandemic while still incorporating and encouraging playful learning.

These resources will help continue summer learning and the development of mathematical behaviour for students and promote learning experiences for families with students as we continue learning during a pandemic and support students as they enter Grade 1. These products will be sent to all SK students in our 51 Intervention Schools across our System.

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

BRIEFING NOTE

Date 12 May 2021

To Finance, Budget & Enrolment Committee

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

Subject **Online Financial Literacy Program – Enriched Academy**

Purpose Enriched Academy is a personal financial education program that provides financial training through online courses, personal coaching and live events. It will be used to support Specialist High Skills Major (SHSM) programs with the Sector Partner Experience requirement in Math/Literacy for all SHSM sectors, it will also support the Business Studies and Cooperative Education curriculum in the financial literacy learning and support students in the remote learning.

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

BRIEFING NOTE

Date 12 May 2021
To Finance, Budget & Enrolment Committee
From Marisa Chiu, Executive Officer - Finance
Subject **Multi-Function Devices (Photocopiers)**
Purpose

Background

In June 2020 a one-year extension to the existing agreement with Ricoh Canada for the provision of Multi-function Photocopiers was approved by Board. This extension included a reduced cost per copy rate providing some savings to the Board over the course of the year. As would be expected the amount spent on printing was down significantly due to COVID-19 lock-downs and closures. The extension also bridged the time to provide access to the Ontario government's Vendor of Record agreement with Ricoh Canada. Leveraging this agreement ensures compliance with the government's Centralized Procurement Interim Measures.

As part of the Board's Digital Transformation goals, the new agreement offers more flexibility with equipment as there isn't a commitment to a specific number of devices or print volumes. This will be helpful as efforts are made to rationalize the number of devices system wide as printing volume decreases through increased digitalization. It also allows a more flexible transition to new devices, and the ability to retain some of the original devices that may have been underutilized at reduced costs rather than replace all existing units with new ones on a one-to-one basis. Devices that have been well-used over the term would be identified as a priority to update first. Devices from the original term that remain in use will be subject to cost-per-copy rebates of approximately 12%, reducing cost.

Funding for all photocopier expenditures is provided from the operating budget of each school and central administrative department.

Costs - Current

| | Annual Avg. Spend | Monthly Avg. Spend | Monthly Avg. Print Volume |
|--|------------------------|--------------------|---------------------------|
| Pre-Pandemic (2015-2019) | \$3.3M | \$276K | 28.3M copies |
| Extension Period July 2020 – February 2021 | \$750K (over 8 months) | \$94K | 10.2M copies |

Costs – Projected for Deployment year of New Agreement

| | Est. Annual Spend | Est. Monthly Spend |
|---------------------|-------------------|--------------------|
| Pre-pandemic Volume | \$2.8M | \$231K |
| Pandemic Volume | \$984K | \$82K |

It is expected that print volumes will increase post-pandemic once students are back in the bricks-and-mortar schools, however, it is unlikely that volumes will return to pre-pandemic levels. Over the course of the last year, as reliance on digital resources increased, reliance on paper and printing has decreased. Based on this expectation, annual spend is likely to land below the pre-pandemic levels.

Other Benefits with New Agreement

- Allows deployment of new devices based on current and future needs which are likely to be less due to digitalization efforts.
- Ricoh provides Managed Document Services which include:
 - development of a print guideline document to help determine actual equipment requirements.
 - co-developing strategies to digitalize current paper-based processes reducing long term environmental impact.
 - help with incorporating processes that when printing is required, it is done using the most cost-effective method which will include central printing services as an important part of optimization.
- Enhanced Technology - new Ricoh equipment is capable of:
 - automatically sending emergency service and toner requests to Ricoh saving Board staff time.
 - device troubleshooting can be done remotely, reducing the need for on-site visits.
 - meter reading can be done remotely saving staff time checking devices and sending meter reads to Ricoh.
 - ServiceNow integration provided at no cost will increase service response levels, reduce IT helpdesk & administrative time spent managing the print infrastructure (connects TDSB helpdesk

ticketing directly to Ricoh service which also runs on ServiceNow).

- Overall equipment print speed increase from current fleet, which will support equipment rationalization efforts.
- Flexibility to support ad hoc requests and requirements throughout agreement term (not a fixed unit count or mix as per current agreement).
- A Print Management Solution will be piloted for up to one year. Implemented in other organizations, print reductions from 15-20% have been achieved. These solutions can assist with the following:
 - provide visibility into all printing devices including desktop printers in addition to copiers. Printing reduction from desktop printers has significant impact as they have a much higher print per page cost.
 - It can incorporate ID card authorization and job release increasing document security and has an environmental benefit of reducing abandoned print jobs (often left unclaimed at the device).

The overall system wide print optimization supports Digital Transformation and EcoSchools initiatives in the goal to reduce paper consumption across the system. Reduced paper consumption saves money on both paper and printing. Optimizing technology and utilizing central printing services will also drive costs down. These savings can then be re-invested in advancing the digitalization efforts. Purchasing Services, Printing Services, IT Services, and Sustainability are working together to advance this initiative.

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