Toronto District School Board

Contract Awards, Operations

To:　　　　　　　Finance, Budget and Enrolment Committee

Date:　　　　　　20 January, 2021

Report No.:　　　01-21-4012

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 P017: 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)

P017 – 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 – Risk-based Vulnerability Management Tool
- Appendix E: Briefing Note – Gizmos – Web-based Math & Science Learning Tool
- Appendix F: Briefing Note – Centrex Service Contract

From

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APPENDIX A

<u>Contract Awards Provided for Information (contracts over $50,000 and up to $175,000)</u>

#	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 SAP Operations	**Provision of Technical Support Services** Implementation of Human Capital Management Software **Extension of RFQ CF17-235Q**	N/A	Avalon Corporate Solutions	N/A	No	Sole Source	$67,500	November 2020/ March 2021	IT Services SAP Operations
2	IT Services	**Google Cloud Search** A cloud-based intranet search tool that by indexing content, allows TDSB users to query and retrieve relevant information from internal TDSB websites. **AS21-114P**	N/A	StackPros Inc	Yes	No	2	$42,291	December 2020/ December 2022	IT Services

APPENDIX B

<u>Contracts Requiring Finance, Budget and Enrolment Committee Approval</u>
<u>(contracts over $175,000 and up to $250,000)</u>

#	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	**Risk-Based Vulnerability Management Tool** **See Appendix 'D'**	N/A	Source44 Consulting Inc	N/A	N/A	Sole Source	$192,000	January 2021 / December 2021	IT Services
2	Leadership, Learning & School Improvement – STEM and Library Learning Resources	**Gizmos Licence for Virtual and In-person Schools** **See Appendix 'E'**	N/A	Explore Learning	N/A	N/A	Sole Source	$222,000	January 2021 / June 30 2022	Virtual Schools Library Learning Resources

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	**Classroom Papers and Exercise Workbooks** – to be provided as and when required to replenish inventory at the Distribution Centre. **SS21-0044P**	N/A	BB Education North American Paper Products School Specialty Baldwin School Supply	Yes	No	5	$29,145 $668,149 $7,951 $15,987	March 2021/ Feb 2025	Distribution Centre
2	All Schools	**Mobile Computer Charging Carts DA20-225Q** Provision of mobile charging carts on an as and when required basis. (OECM 2017-MA-261-03 and OECM 2018-317)	N/A	Compugen Diversified Audio Visual Canada Ltd.	Yes	No	2	$156,750 $368,800	February 2021/ November 2025 February 2021/ February 2024	IT Services Purchasing Services Toronto Catholic District School Board
3	Distribution Centre	**Health & Safety Supplies** Products to be provided as and when required to replenish inventory at the Distribution Centre. Examples include First Aid kits, replenishment supplies for First Aid kits, safety vests, ear plugs, etc. **SS21-002P**	N/A	Office Central Medline Canadian Bearings Bolts Plus No. 1 (for) Safety Kit Care Latoplast Safety Express First Aid Central	Yes	No	20	$3,317 $34,015 $119,651 $9,605 $30,622 $47,337 $4,374 $36,650 $17,471	February 2021/ December 2024	Distribution Centre Purchasing Services

#	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
				Tenaquip				$17,022		
				Wayne Safety				$49,610		
4	All Locations	**Centrex Telephone Lines** As part of the transition to a Voice over Internet Protocol (VoIP) phone system, a limited number of existing traditional phone lines (Centrex) need to be maintained for back-up/safety reasons at TDSB sites. **See Appendix"F"**	N/A	Bell Canada	Single Source	N/A	N/A	Yr 1 $777,192 Yr 2 $733,200 Yr 3 $705,000 Yr 4 $676,800 Yr 5 $648,600	January 2021/ December 2026	Purchasing Services Tele-communications

BRIEFING NOTE

Date	20 January 2021
To	Finance, Budget & Enrolment Committee
From	Peter Singh, Executive Officer, Information Technology and Information Management
Subject	**Risk-Based Vulnerability Management Tool**

Purpose   The Skybox solution ingests TDSB system information, and adds threat intelligence onto the data, and provides a real and pertinent risk based information that will help TDSB staff to address high risk issues. This also helps TDSB IT staff to become more efficient when addressing high risk issues, as the information is based on real and material risk.

The Cyber Security & Risk Management team have identified the following needs from Skybox for our TDSB infrastructure:

- It provides TDSB staff with vulnerability exposures and exploitable attack vectors on-demand with intelligence on exploits in the wild.
- It identifies exposed vulnerabilities using a network model, attack vector analytics and advanced, multi-step attack simulations.
- It prioritizes vulnerabilities based on threats and the risk imposed to the TDSB network.
- It discovers potential attack scenarios and detects bypassed or compromised security measures.
- It discovers vulnerabilities on the TDSB network and security devices and traditionally "un-scannable" systems or zones. It optimizes gradual risk reduction to systematically reduce the attack surface and ensures that potential threats don't escalate.
- It provides detailed information of an average scan cycle, the risk level of threats to TDSB and the number of vulnerability occurrences in SLA (not late to be fixed).
- It provides us the knowledge, awareness, and overall security risk posture from a vulnerability perspective of the TDSB environment.

Strategic Direction

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

APPENDIX E

BRIEFING NOTE

Date	20 January 2021
To	Finance, Budget & Enrolment Committee
From	Lucy Giannotta, System Superintendent, Leadership, Learning and School Improvement
Subject	**Gizmos – Web-based Math & Science Learning Tool**

Purpose Gizmos is a comprehensive web-based learning tool that provides teachers with over 400 virtual simulations about math and science concepts supporting grades 3-12. Because teachers use this tool to support instruction so students can interact with curriculum related content in a virtual "hands on" experience, it fits with our organizational goal to provide all students with access to high quality content and meaningful learning experiences. In addition to historically high usage over the years, Gizmos has proven particularly important in this school year due to the high demand for digital resources for instruction.

Curriculum Leaders and many other teachers and administrators in both secondary and elementary schools are strongly advocating for the renewal of this valuable teaching resource. Given their long-standing relationship, ministry provided access and familiarity with Gizmos, educators have already tailored lesson plans and assessments around many of the simulations. Withdrawing access to Gizmos would negatively impact future teaching and learning experiences across the system.

Gizmos 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 STEM skills.
- Content supports students with special education needs through visual and interactive learning objects that support exploration and experimentation of scientific concepts and natural phenomena
- Teachers and student will have an increased understanding of STEM concepts and instructional and assessment strategies, and differentiated support for students who may face barriers to achievement in STEM.
- As a device agnostic program, Gizmos supports equitable access for all students regardless of available technology device (ie. mobile, tablet, PC, etc).

On March 5, 2020 the Ministry announced they would be changing their approach to providing digital learning resources to school boards and would

no longer be supplying a substantial list of learning resources as their licences expired. Adequate funding was not provided to provide these licences at the board level. Staff have engaged in extensive discussion and negotiation to secure specialized pricing for the TDSB. Regular pricing is $6.50/student. This quote represents TDSB pricing at $2.50/student and includes professional learning and preservation of data for TDSB users from the Ontario Software Acquisition Program Advisory Committee (OSAPAC) licence.

TDSB students and teachers have had access to Gizmos through OSAPAC for over 13 years. Usage is high and increasing with 179,675 student and teacher logins representing use of multiple learning objects in the 2019-20 school year. Over 50% of that amount was reached within the first two months of this school year.

TDSB In Person and Virtual Schools require digital content resources to support instruction. Gizmos provides key resources for science instruction in grades 7-12 science classrooms, especially when science labs and experiments are unable to be conducted in person.

TDSB STEM has engaged in a survey of available science simulation products. After this review, no equivalent science simulation resource was found to exist that supported Ontario curriculum or provides the volume and depth of experience for students. Additionally, TDSB educators have invested significant time over many years in developing lessons that are supported by the content of Gizmos. This licence supports students in both Virtual and In-person schools.

Gizmos is a copyrighted and unique product. It is copyrighted by Explore Learning who have exclusive distribution and ownership of this product.

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

APPENDIX F

BRIEFING NOTE

Date	20 January 2021
To	Finance, Budget & Enrolment Committee
From	Peter Singh, Executive Officer, Information Technology and Information Management
Subject	**Centrex Service Contract**
Rationale	In 2013, the Board approved the transition to Voice over Internet Protocol (VoIP) technology. This transition has reduced the cost of phone services across the TDSB. There is a need to maintain some of the traditional Centrex lines for emergency and back-up purposes.

What is VoIP?

Voice over Internet Protocol (VoIP) is a set of transmission technologies for delivery of voice communications over Internet Protocol data networks rather than the traditional public-switched telephone network (PSTN). In short, VoIP allows the Board to run telephone services on the same fiber optic wide area network that provides access to email and other networked applications.

What is Centrex?

Centrex has been the prevalent telephone service at TDSB, prior to the transition to VoIP.   To retain our established telephone numbers, we have migrated Centrex numbers to the VoIP system.

Will all Centrex lines be eliminated?

No, there will be a need to maintain some Centrex lines for various reasons such as:

- Emergency services when power is not available.
- Service for fax machines, elevators, pools and security monitoring.

Centrex line reduction

As of January 1st 2021, the TDSB Centrex line count was 2756. By the end of the 5 year term, the Centrex line count is expected to diminish to

approximately 2300.

Bell has confirmed fixed rate ($23.38 per line) that is the best for any former original Toronto Large Organization Centrex (LOC) customer. Bell has made additional investments in new Centrex Switches to extend the life of the Centrex service. The amount below includes mandatory 911 service line charge of $0.12 per line.

Year	Centrex Line Count	Annual Expenditure
2021	2756	$777,192
2022	2600	$733,200
2023	2500	$705,000
2024	2400	$676,800
2025	2300	$648,600
Total Contract		$3,540,792