



Contract Awards, Operations

To: Finance, Budget and Enrolment Committee

Date: 3 April, 2019

Report No.: 04-19-3619

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 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 – Invoice Processing Software Upgrade
- Appendix E: Briefing Note – External Tech Support Svcs – Excursion Mgmt.
- Appendix F: Briefing Note – Provision of Computer Servers

- Appendix G: Briefing Note – Provision of New Apple Devices
- Appendix H: Briefing Note – Cisco Email Security
- Appendix I: Briefing Note – External Tech Support Svcs – Assessment Request Backlogs

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	Business Services-Finance Administration	<p>Invoice Processing Software Upgrade - License and Services Agreement</p> <p>This software facilitates online processing of soft copy invoices as well as manage hard copy invoices via scanning. Electronic copies of invoices are maintained within SAP eliminating the need for hard copy handling and storage.</p> <p>See Appendix "D"</p>	N/A	Kofax Professional Services	Sole Source	N/A	N/A	\$64,000	February 1, 2019/ February 14, 2019	Business Services-Finance Administration

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	IT Services/ Teaching & Learning	<p>External Technical Support Services</p> <p>Three (3) external resource people to support development of additional functionality for the Excursion Management Application.</p> <p>OECM Vendor of Record list for IT Technical Support Services Utilized - RFP 2012-213</p> <p>See Appendix "E"</p>	N/A	<p>Infotek Consulting Services Inc.</p> <p>Teksystems</p> <p>Altis</p>	Yes	No	3	\$240,000 (max. total for all 3 resources)	April 2019/ October 2019	IT 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	Provision of Computer Servers OECM RFP 2016-261 See Appendix "F"	N/A	Dell partnered with Compugen	Yes	No	3	\$562,500	May 2019/ Oct 2025	IT Services
2	IT Services/ Schools/ Departments	Provision of New Apple Devices Devices include iPads, iPad Minis, MacBooks, iMacs See Appendix "G"	N/A	Apple Canada	Sole Source	N/A	N/A	\$3,231,820	April 2019/ Perpetual	IT Services
3	All Schools/Departments	First Aid Providers at High Impact Sporting Events SAM19-162T	N/A	Rescue 7 Inc. Bast Emergency Services	Yes	No	3	\$57,000 \$47,120	April 2019/ March 2023	Health & Physical Education
4	All Schools/Departments	Provision of First Aid & CPR Training LQ18-610P	N/A	SAJE / Vital Signs Synergy Gateway Inc. Workplace Medical Corp. Total Fire Solutions Inc. Action First Aid Inc.	Yes	No	13	\$53,964 \$61,884 \$30,625 \$2,825 \$14,400	April 2019/ March 2025	Professional Learning School Operations, Outdoor Education Health & Physical Education/ Athletics & Aquatics

#	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
5	IT Services	Cisco Email Security SAM19-3112T See Appendix "H"	N/A	Synnapex Inc.	Yes	No	7	\$298,500	April 2019/ March 2022	IT Services
6	All Schools/Departments	Provision of Classroom Furniture Includes items such as desks, study carrels, music chairs, stools, primary tables, etc. OECM RFP 2017-277	N/A	Schoolhouse Products Grand & Toy Alpha Vico Inc. Alumni Classroom Furniture Inc. Ven-Rez Products	Yes	No	10	\$64,652 \$36,265 \$119,212 \$91,000 \$55,579	April 2019/ March 2021	Special Education/ Design Services/ Schools
7	IT Services/ Ministry Funded	External Technical Support Resources Four (4) external resource people to support development of a records management and workflow solution for Assessment Requests. Vendor of Record for SAP Functional and Technical Expertise utilized SM16- 006P See Appendix "I"	N/A	Utilizing pre-approved vendors of record established through an open competitive process. Vendors TBD	Yes	No	7	\$388,000	April 2019/ August 2019	IT Services

BRIEFING NOTE

Date 3 April 2019
To Finance, Budget and Enrolment Committee
From Craig Snider, (Acting) Associate Director-Business Operations & Service Excellence

Subject Invoice Processing Software Upgrade

Purpose The Accounts Payable Department has used a software product called Readsoft since 2011 for processing invoices. The software is now owned by Kofax Professional Services and requires periodic updating to provide a stable processing environment and to receive product enhancements, patches, fixes to known issues, etc.

The current version is coming close to the end of its support life (June 2019) and needs to be upgraded to ensure continuous service.

The original software was sourced through an open competitive RFP process, with Readsoft being the successful bidder. The software is proprietary and no other vendor is able to provide the updates.

Strategic Direction • Allocate Human and Financial Resources Strategically to Support Student Needs

BRIEFING NOTE

Date 3 April 2019
To Finance, Budget and Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **External Technical Support Services – Excursion Mgmt. Project**

Purpose To address an urgent need for additional functionality in the Excursion Management Application (EMA), IT Services will be developing new features for Phase 2 of the application, including automated forms and workflow processes that will further support the Excursion Management and Sports Teams processes.

Phase 2 of EMA is required for Fall 2019, due to the need for school staff to begin using the new online forms and processes to effectively manage excursions, sports teams and events.

In order to meet these timelines, additional external resources are required. IT is utilizing an established vendor of record list of companies that have resources with a variety of skill sets available to support short term projects. Qualified candidates from various firms are interviewed and skills/experience confirmed.

For this particular project it is anticipated that three (3) external resource people will be required and the estimated total cost for these resources is \$240,000. Funding will be supported by Teaching and Learning and IT Services.

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BRIEFING NOTE

Date 3 April 2019
To Finance, Budget and Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Information Management

Subject **Provision of Computer Servers**

Purpose The TDSB requires server hardware systems that will serve as the foundation for IT applications and services for its user community.

OECM issued an Request For Proposals (RFP) for End-User Computing Devices and Services which includes provision of servers, in September 2016, and awarded contracts to Dell, Compugen and CDW Canada.

Dell has partnered with Compugen (our current provider of new computers), in a special arrangement for the TDSB. Dell provides the hardware and Compugen will process and ship the orders.

The contract will begin on 01 May 2019 and end on 31 October 2021, for a period of 26 months. There are an additional two (2) 2-year extension options through OECM.

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Date 3 April 2019
To Finance, Budget and Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Info Mgmt

Subject **Provision of New Apple Devices**

Purpose The TDSB maintains a contract with Apple Canada, and will continue to do so as long as the Board continues to support the use of Apple products. Apple Canada maintains a sole source direct sales model for its K-12 education customers for both their hardware and software products. These products include items currently purchased by schools such as iPads, MacBooks and iMacs, etc. As a consequence, authorized Apple resellers are not permitted to bid on any Request for Proposals or Request for Tenders that the Board would otherwise issue for these products.

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BRIEFING NOTE

Date 3 April 2019
To Finance, Budget and Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Info Mgmt

Subject **Cisco Email Security**

Purpose Due to persistent and ever increasing security threats faced by the Board's computing environment from incoming malicious email (e.g. malware, spam, phishing) the IT Security Operations team has been utilizing Cisco's cloud based e-mail security solution for the past year. This service has been effective in identifying and isolating incoming email based threats before they enter our network. To ensure the continuity of this service a Request for Tender (RFT) was issued on February 22nd, 2019 and closed on March 11th, 2019.

Seven bids were received in response to the RFT. Synnapex was the lowest priced submission. The annual cost is \$298,500 with the total contract value of \$895,500 for the 3 year term.

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BRIEFING NOTE

Date 3 April 2019
To Finance, Budget and Enrolment Committee
From Peter Singh, Executive Officer, Information Technology and Info Mgmt

Subject **External Technical Support Services – Assessment Request Backlogs**

Purpose To address a current backlog in mental health assessment requests, as well as occupational therapy, physiotherapy, and speech-language pathology assessment requests, IT Services will be developing a records management and workflow solution.

There are Ministry funds available through the Mental Health Workers and Assessments Backlog Transfer Payment Agreement (TPA) to cover the cost of the project, but this funding comes with compressed timelines that require completion by the end of August 2019.

In order to meet these timelines, additional external resources are required. IT is utilizing a vendor of record list of companies that have resources with a variety of skill sets available to support short term projects. This list of seven qualified vendors was established through an open, competitive RFP process and approved August 30, 2016 at a special Finance and Accountability Committee meeting.

Qualified candidates from various approved firms are interviewed and skills/experience confirmed.

For this particular project it is anticipated that four (4) external resource people will be required and the estimated total cost for these resources is \$388,000.

These engagements are Ministry funded through a TPA for Mental Health Workers and Assessments Backlog.

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