



## **Contract Awards, Operations**

**To:** Finance, Budget and Enrolment Committee

**Date:** 1 June, 2023

**Report No.:** 06-23-4547

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs

### **Recommendation**

It is recommended:

- (a) that the contract awards on Appendix A be received for information;
- (b) that 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 using historical data unless indicated otherwise

and are exclusive of applicable taxes. Actual amounts depend on the volume of products/services 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](http://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 bid 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 – OrbitNote Assistive Technology
- Appendix E: Briefing Note – External IT Technical Support Services
- Appendix F: Briefing Note – International Student Pre-Arrival Learning/Assessment Tool for English and Math

- Appendix G: Briefing Note – External Legal Services Providers of Record
- Appendix H: Briefing Note – Palo Alto SD-WAN Renewal
- Appendix I: Briefing Note – Cisco Meraki Software & Hardware
- Appendix J: Briefing Note – SmartFind Express
- Appendix K: Briefing Note – Chromebook 1:1 Student Device Program
- Appendix L: Briefing Note – Read and Write Assistive Technology Tool

**From**

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