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	SAP Application Development Special Education Funding re SEA Claims & Asset Management Application	**Provision of IT Technical Support Services** OECM RFP 2014-213 Services of one SAP CRM Developer/Technical Consultant **See Appendix 'D'**	N/A	Precision ERP	Yes	N/A	N/A	$60,000	March, 2020/ August, 2020	SAP Application Development Dept
2	All Schools and Central Departments	**Provision of Cables and Adapters for Apple devices.** AS20-013P To be provided as and when required.	N/A	Powerland Computer Ltd	Yes	N/A	6	$34,500	April 2020 / March 2022	Information Technology & Management Services

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
-	Nil Items	-	-	-	-	-	-	-	-	-

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	Information Technology & Management Services	**Provision of Enterprise Student Information System** **See Appendix 'E'**	N/A	PowerSchool LLC	Single Source	N/A	N/A	See Appendix 'E' for cost details	April 2020/ August 2032	Information Technology & Management Services
2	Distribution Centre	**Fire Safety Equipment** **SS20-247T** For replenishment of inventory at the Distribution Centre as and when required.	N/A	Herbert Williams Fire Equipment	Yes	N/A	2	$87,010	July 2020/ June 2024	Distribution Centre
3	Information Technology & Management Services	**Airwatch Licensing & Support Renewal** **AS20-276T** **See Appendix 'F'**	N/A	SHI Canada ULC	Yes	N/A	4	$358,248	May 2020 / April 2021	Information Technology & Management Services
4	Finance & IT Services	**Online Expense Reimbursement System** **SAM20-062P** **See Appendix 'G'**	N/A	SAP Concur	Yes	N/A	4	$110,053	June 2020/ May 2027	Finance ITS
5	All Schools	**Laboratory and Science Supplies** **OECM RFP 2019-337-01** Science supplies available to schools as required.	N/A	Fisher Scientific Company Flinn Scientific Canada Inc. New Horizons Scientific Inc., dba Westlab	Yes	No	9	$203,000	March 2020/ March 2025	OECM and staff from participating school boards, colleges & universities

#	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
6	IT Services	**IT Technical Resource Augmentation Services OECM RFP 2019-327-01 Vendors of Record** **See Appendix 'H'**	N/A	Calian David Alpin & Associates Ltd. Eagle Professional Resources PlanIT Search Inc. Randstad Interim Inc. S.i. Systems Partnership Step by Step Professional Services Inc. Trigyn Technologies Inc. Tundra Technological Solutions Inc. Ward Technology Talent Inc.	Yes	No	44	$600,000	February 2020 / February 2025	OECM and staff from participating school boards, colleges & universities, Family &Community Services, Government Ministry/Agency, Healthcare/ Hospitals, Municipal& Related Services

BRIEFING NOTE

Date   20 April 2020

To   Special Finance, Budget & Enrolment Committee

From   Peter Singh, Executive Officer, Information Technology and Information Management, 416-396-5700

Subject   **Provision of IT Technical Support Services - SAP CRM Developer/Technical Consultant**

Purpose   The Special Education Department requires a claims management and asset management application to manage SEA (Special Education Amount) claims streamlining the process for obtaining special equipment required by students with special needs. The application will also track the purchased assets for SEA claims ensuring they are utilized as required.

IT Services requires the assistance of additional external resources in order to develop the SEA Claims and Asset Management information system application. Using the OECM list of pre-qualified vendors of record, resumes of qualified candidates from various approved firms were reviewed and shortlisted to two with the required skills/experience. Both shortlisted candidates were interviewed to confirm they are fully qualified for the work.

The candidate best suited for this engagement is from Precision ERP and was retained to provide the services required.

 This project is funded by the Special Education department.

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

BRIEFING NOTE

Date   20 April 2020

To   Special Finance, Budget & Enrolment Committee

From   Peter Singh, Executive Officer, Information Technology and Information Management, 416-396-5700

Subject   **Provision of a New Student Information System (SIS)**

Purpose   Following the amalgamation of the legacy school boards creating the Toronto District School Board in 1998, the Board standardized on Trillium as the Student Information System (SIS) for the entire district. The original vendor providing this system was SRB Education Solutions. A few years ago, SRB was bought out by PowerSchool LLC, a well-established provider of SIS solutions. PowerSchool has continued to maintain the Trillium platform for TDSB and other Ontario school boards ensuring compliance with Ministry of Education reporting requirements, but they have not done any product enhancement work. In fact, the intent is to "sunset" the Trillium product entirely in the near future and focus solely on their own pre-existing SIS platform.

The Ontario Education Collaborative Marketplace (OECM) issued a Request for Proposals (RFP) in the summer of 2018 for the provision of a SIS system that could be used by any interested Ontario school boards. Following their evaluation of the bids received, they awarded an agreement with Fujitsu Consulting (Canada) Inc. in January 2019. Fujitsu Consulting (Canada) Inc. partnered with Follett Canada Inc. to provide the Aspen Student Information System – Ontario Based Configuration.

As the Ontario government's Centralized Procurement Initiative Interim Measures call for Broader Public Sector organizations to utilize "an existing and applicable Vendor of Record (VOR) arrangement, where possible and appropriate", TDSB staff embarked on a thorough due diligence review of the offering through the OECM VOR with Fujitsu Consulting (Canada) Inc. While investigating the abilities of the Fujitsu offering, the PowerSchool SIS product was compared alongside it.

As these reviews were being conducted it became very apparent that there were some significant gaps between the two vendors with respect to experience, risk, and cost factors and what they can provide to the TDSB.

From an experience perspective, PowerSchool has experience in the province of Ontario with ONSIS compliance, Continuing Education, and Special Education for more than eight (8) years in fourteen (14) school boards. This is compared to Fujitsu's experience with ONSIS for less than six months at two Ontario school boards recently implemented, both with less than 10,000 students each. PowerSchool also has experience implementing approximately ten (10) school boards/districts of similar size and complexity to TDSB in North America. That experience includes migration of nine (9) legacy products to the current PowerSchool platform, four (4) of them in Ontario, migrating from Trillium.

From a risk perspective, working with PowerSchool minimizes work in the following ways:
- They have been TDSB's SIS provider for the last several years (Trillium) and are very familiar with TDSB operations and special requirements (e.g. special education, continuing education) from a student information perspective;
- PowerSchool has proven ONSIS compliance for more than 500,000 students across fourteen school boards over the past eight years;
- Data migration will only involve a single vendor that has proven experience migrating from Trillium to the PowerSchool platform in four school boards in Ontario;
- PowerSchool's migration experience goes beyond Trillium to the PowerSchool platform, they have done migrations in hundreds of other school boards to their platform in recent years;
- A major component of school board funding is enrolment. A robust SIS system is essential to ensure accurate enrolment numbers are provided to the province, getting the Board the maximum amount of funding it is eligible for based on the existing funding model;
- The PowerSchool platform has robust integration to custom applications.

From a cost perspective, an "apples-to-apples" comparison was challenging as the PowerSchool platform offers additional functionality that the TDSB requires. Some modules are provided at no additional cost while some are offered with deep discounting applied. Several of these will replace the need for software that has run outside Trillium in the past – now it will be integrated. The PowerSchool platform will be a vendor-hosted (or cloud) service meaning the new SIS software and database will not reside on TDSB owned and maintained servers at the 140 Borough Drive data centre, it will be maintained on vendor servers.

Transitioning from one very large and complex platform to another is a very

significant undertaking, especially when that platform is mission-critical for maintaining student information and determining funding levels for the Board. SIS is used in every single school. The training requirement to ensure all our current users become well versed in the use of the new system will be a huge undertaking. The migration of data from one platform to the other is a massive task, and maintaining data integrity during that migration will be essential. Our central staff that support and maintain our current SIS will need to learn and become proficient at operating and supporting the new platform and our school-based users of it. The enormity of the planning, implementation and training required in this transition creates a significant front end cost in the first several years. Staff worked with PowerSchool to defer payments of the significant cost of the first two years over four years. The table below shows the payment schedule over the twelve year term of the initial agreement.

Year 1 (current)	nil	Year 7	$ 2,547,495
Year 2	$ 3,806,717	Year 8	$ 2,611,183
Year 3	$ 3,806,717	Year 9	$ 2,676,462
Year 4	$ 3,806,717	Year 10	$ 2,743,374
Year 5	$ 3,806,717	Year 11	$ 2,811,958
Year 6	$ 2,485,361	Year 12	$ 2,882,257
		Total:	**$ 33,984,964**

Starting in the 2020-2021 year, licensing costs will start at $2,095,481 with an annual 2.5% increase annually for the following 10 years.
One-time implementation fees (included in the table above) will total $6,033,135.

Other internal costs and savings associated with this project will amount to approximately $1.9M.

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

BRIEFING NOTE

Date   20 April 2020

To   Special Finance, Budget & Enrolment Committee

From   Peter Singh, Executive Officer, Information Technology and Information Management, 416-396-5700

Subject **Airwatch Licensing & Support Renewal**

Purpose For the past five years, the Information Technology & Management Services department has been using VMWare's Enterprise Mobility Management product called Airwatch to manage the Board's fleet of iPad's, iPhones and Android devices. The solution assists in the delivery of a consistent and efficient level of service to mobile device users while ensuring a good mobility experience across the system. Specifically, Airwatch provides the ability to remotely deploy apps and provide security updates to these mobile devices. There are currently 35,400 active devices being managed. Licensing for this product is set to expire on May 1, 2020.

Following an open competitive tendering process, it is recommended that SHI Canada be awarded the contract to provide the renewal for Airwatch licensing as the highest scoring, lowest cost bid.

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

BRIEFING NOTE

Date   20 April 2020

To   Special Finance, Budget and Enrolment Committee

From   Craig Snider, Executive Officer – Finance, 416-397-3188

Subject   Online Expense Reimbursement System

Purpose   **Introduction**:

The Board's current process to input, manage and disperse staff expense claims requires considerable staff time and effort. Employees currently request reimbursement of their conference costs, professional development fees and work expenses by submitting claim forms and receipts.

A portion of these claims are manually inputted into our SAP financial system by staff in the Accounts Payable department. Over the past three years, there has been an average of 5,000 claims submitted annually through this process. Additionally, there are approximately 8,000 low-dollar value expense claims submitted annually through petty cash reimbursements. Petty cash claims are managed by school office administrators. They issue reimbursement cheques from their schools' petty cash bank accounts, as well as record and reconcile these transactions using the Quicken software, which is in need of upgrade. School office administrators submit the reconciliations and original receipts to the Accounts Payable department to request replenishment of funds from their school budget to their petty cash bank account.

The overarching goal of this initiative is to eliminate our manual processes for expense reimbursement by subscribing to an automated online solution that can integrate with our SAP Finance system. This platform will expedite expense reimbursements and strengthen controls around expense approvals.

TDSB currently has over $2 million in petty cash funds held across hundreds of school petty cash bank accounts. The online expense reimbursement system will reduce or eliminate the need for these bank accounts. The accounts can be closed and funds will be invested centrally to generate

interest revenues, which will help fund a portion of the annual costs. There will also be significant savings from reduction in paper, printing and storage costs, along with reduction in staff time associated with manual record keeping and reconciliations.

Background:

Working in conjunction with the Toronto Catholic District School Board and Conseil Scolaire Catholique MonAvenir, an RFP was issued to solicit proposals for a vendor hosted "cloud" based solution to manage staff expense claims. The RFP was created based on input of representatives from the three school boards' Finance and IT Services departments. The RFP was posted on December 19, 2019 and closed on February 6, 2020. There were four bids received. These bids were from Chrome River Technologies, CS Solutions, IBM and SAP Concur.

Results*:*

The bids were evaluated with pricing accounting for 33% of the overall score while requirements such as user interface, system workflow, integration and reporting features accounted for 67% of the score. The bid from SAP Concur had the highest total score of the four bids.

Recommended Award:

It is recommended that SAP Concur be awarded the contract to host the online expense reimbursement system for three years. The Board will also have the opportunity to extend the contract with four, one-year options. For year 1, the service will be hosted at a cost of $93,826, with implementation of the solution costing an additional $29,591. For years 2 and 3, the service will be hosted at annual cost of $107,826. The resulting three-year cost of the contract will be $339,069.

Final pricing is based on the volume of claims. The current RFP pricing is based on an annual volume of 17,500 claim submissions, at $3.65 million in claims per fiscal year.

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

BRIEFING NOTE

Date   20 April 2020

To   Finance,Budget and Enrolment Committee

From   Peter Singh, Executive Officer, Information Technology and Information Management, 416-396-5700

Subject **IT Technical Resource Augmentation Services**

Purpose Information Technology Services requires the occasional use of external service providers to assist with project-based work in instances where internal capacity is stretched or does not exist.

The existing list of OECM vendors of record ((VOR) for Information Technology Support Services (Staff Resources) expired February 8, 2020. These were extended on a month-to-month basis awaiting final evaluation of a Request for Proposals (RFP) issued by the Ontario Education Collaborative Marketplace (OECM).

TDSB staff from the Purchasing Services and Information Technology Services departments reviewed the results of the OECM RFP-2019-327-01 and the resulting list of pre-qualified vendors of record, and decided this VOR list would meet TDSB needs.

Forty-four proposals were received by OECM. The review of the rated requirements focused on the proponent's skills and knowledge base, IT technical support services on an assignment basis, service provision, and customer support and contract management.The top ten ranking submissions became the preferred proponents based on the results of the cumulative score stage.

The awarded vendors are:

- Calian
- David Alpin & Associates Ltd.
- Eagle Professional Resources
- PlanIT Search Inc.
- Randstad Interim Inc.
- S.i. Systems Partnership
- Step by Step Professional Services Inc.
- Trigyn Technologies Inc.
- Tundra Technical Solutions Inc.
- Ward Technology Talent Inc.

When using this list, TDSB staff reach out to at least three of the VOR firms to request a list of resources they have with the specific skills/experience for the project at hand. Resumes of these resources are reviewed by IT Services staff and several are shortlisted for interviews to confirm they are qualified for the work.

It is recommended that the Board approve use of this VOR of record arrangement through OECM for the provision of IT technical resource augmentation services on an as-needed basis for the three-year contract term with two possible one-year extension options. In the event that an engagement of any one of the service providers should exceed the Board's established contract approval thresholds, that engagement will be reported through a Contract Awards report.