



## **Contract Awards - Operations**

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

**Date:** 5 August, 2020

**Report No.:** 08-20-3931

### **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 Appendix 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](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 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 – Nil Items this Report
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note - ServiceNow – Safe Workplace Module
- Appendix E: Briefing Note - Certiport Solution Provider for Microsoft Office Specialist (MOS) Certification
- Appendix F: Briefing Note - Provision of Corporate Purchase Card Program

- Appendix G: Briefing Note - Palo Alto Equipment Maintenance & Support
- Appendix H: Briefing Note - Environmental & Sustainability Education: OISE/UT Collaboration
- Appendix I: Briefing Note - Green Communities Canada Partnership Renewal – Improving School Traffic Safety
- Appendix J: Briefing Note - Enhancing School Ground Greening: Evergreen Partnership Renewal (2020 – 2023)

## **From**

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