



AGENDA

- A - 1 **Opening**
- (a) Roll Call
 - (b) Declaration of Conflict of Interest
 - (c) In Camera Session (**4:00 p.m.**)
 - (i) Legal Matters
 - (d) Welcome to Open Session / Land Acknowledgement Statement (**4:15 p.m.**)
 - (e) In Camera Report
- B - 1 **New Business**
- * (a) Contract Extension – Multi-Functional Devices R. Wyszynski
 - * (b) Contract Award – Cafeteria Food Services R. Wyszynski
 - * (c) Rural & Northern Education Funding: Mapleview ES R. Wyszynski
- C - 1 **Adjournment**



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education and Secretary
FROM: Rafal Wyszynski, Superintendent of Business and Treasurer
RE: **Contract Extension – Multi-Function Devices**
DATE: July 16, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board extend the term of the current contract for Multi-Function Devices with Xerox until October 31, 2020.

Background

The Grand Erie District School Board signed the Ontario Education Collaborative Marketplace (OECM) Client Supplier Agreement for Multi-Function Devices (MFD) in 2014 with Xerox Canada. OECM conducted a competitive Request for Proposal (RFP) process which resulted in Xerox Canada as the highest scoring proponent. Xerox was the incumbent supplier for Grand Erie and the machines were upgraded at that time to include digital fax modules.

The current recommendation to the Board is to extend the contract with Xerox until October 31, 2020. Xerox has proposed a price reduction with the extension to reduce the price per impression on black and white devices from \$0.0186 to \$0.0158. The price per impression for coloured devices would be reduced from \$0.0135 to \$0.0115 for black & white impressions and from \$0.0693 to \$0.0589 for coloured impressions. The projected savings is approximately \$10,000 per academic month, plus HST, which equates to \$120,000 approximate savings over a 15-month term.

The Broader Public Sector (BPS) Interim Measures, which came into effect on March 18, 2019 states that BPS organizations, such as Grand Erie, must use existing Vendor of Record (VOR) whenever possible and appropriate. This extension would provide the Board the required time to complete a competitive process with the suppliers on the current OECM Agreement which is effective until April 2026.

The advantages of extending the contract are the following:

- Provides required time to perform formal review for the next contract, including formation of working group with key stakeholders across the Board
- Allows for required time (approximately 4 months) to complete formal competitive evaluation of proponents in current OECM contract which include Canon, Kyocera, Automation Ltd., Printers Plus Ltd., Ricoh Canada Ltd, Sharp, and Xerox Canada
- October 2020 would be the optimum time to introduce new MFD devices into schools to ensure staff participation for testing and training
- Ensures adequate time to determine MFD requirements which may include integration with print management software
- Cost saving for duration of current contract

The primary disadvantage of extending the contract with Xerox would be the delay in introducing new MFD technology, and the schools would be required to use their current MFDs with Xerox servicing as required.

The total value of the contract extension is and estimated at \$852,000 plus HST.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business and Treasurer



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education and Secretary
FROM: Rafal Wyszynski, Superintendent of Business and Treasurer
RE: **Contract Award - Cafeteria Food Services**
DATE: July 16, 2019

Recommended Action: Moved by _____ Seconded by _____
THAT the Grand Erie District School Board award the contract for Cafeteria Food Services to Compass Group Canada Ltd. (operating as Chartwells) with a term expiry of July 31, 2024.

Background

Grand Erie District School Board's contract with Compass Group Canada Ltd. expires on July 31, 2019. Although the Broader Public Sector (BPS) Interim Measures effective March 18, 2019 state that BPS organizations, such as GEDSB, must use existing Vendors of Record (VORs) whenever possible and appropriate, there is VOR currently not one in existence for cafeteria services in the Ontario Broader Public Sector. The customized nature of the service makes it difficult to source for a diverse and wide-geographic provincial base, and revenue generated services are not normally tendered provincially. As such, the Board conducted a competitive Request for Proposal (RFP) process.

The RFP was conducted as per the Policy F1: *Exclusive Suppliers: Food Services & Vending Machines in Schools* with an invitation to participate distributed to the committee evaluation team with six (6) volunteers representing elementary administration, secondary administration, Trustees, School Councils, the Superintendent of Business, and the Manager of Facilities as evaluators. The proponents' bids were evaluated by the evaluators individually to confirm the bids met the Mandatory Requirements and were scored based on RFP Criterion. The top bidders were then invited to give formal presentations/interviews by members of the evaluation team on June 26, 2019 at the Board office.

The RFP was conducted as a two (2) envelope bid with the financial components in separate envelopes from the other evaluated components. Two (2) bids were received from Compass Group Canada Ltd. (Compass) and Nutritional Management Services (NMS). Both bidders gave formal presentations and were evaluated. Upon completion of the presentations, the second envelopes were opened with the pricing components used to calculate the Financial Return.

The final evaluated score for Compass was 1035.1 points and NMS was 1013.3 points. As stipulated within the RFP document, the lowest price per point would be recommended for award. The final price per point calculation for the bidders was \$3,413.86 for Compass and \$3,620.61 for NMS. In addition to having a higher point total, Compass had the following Financial Return components which attributed to their lower price per point:

- 10% annual rebate (compared to NMS at 8% - in addition – NMS only rebated school which generated over \$65,000 in revenue which resulted in 3 schools not receiving a rebate.)
- \$4,500 Annual Bursaries (compared to NMS at \$2,250)
- \$1,800 Annual Gift Certificates
- \$10,000 One-time Signing Bonus (not offered by NMS)
- \$41,000 Equipment Investment over 5 years

The current recommendation to the Board is to award the new contract to Compass Group Canada Ltd, for the initial 5-year term, with the expiry date of July 31, 2024. There is an option of extending the term of the Agreement for a maximum of two (2) one-year extension periods at the sole discretion of the Board.

The value of the contract extension is an estimated \$800,000 per year, plus HST, for an estimated total of \$4,000,000 over the 5-year term.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business and Treasurer



GRAND ERIE DISTRICT SCHOOL BOARD

TO: Brenda Blancher, Director of Education and Secretary
FROM: Rafal Wyszynski, Superintendent of Business and Treasurer
RE: **Rural and Northern Education Funding: Mapleview Elementary School**
DATE: July 16, 2019

<p>Recommended Action: Moved by _____ Seconded by _____ THAT the Grand Erie District School Board that Mapleview ES be added to the list of schools eligible for Rural and Northern Education Funding.</p>

Background:

The Rural and Northern Education Fund (RNEF) Allocation is dedicated funding to further improve education for students from rural and northern communities. Funding is allocated to school boards based on the number of rural students and two factors measuring the density of rural student enrolment in the board.

Funding allotted to the board may be used for board-level expenses which support students from rural communities (e.g. transportation) or for school-level expenses using the 'List of Schools Eligible for Rural and Northern Education Fund Allocation' provided on the Ministry of Education website.

The list comprises schools in which at least half of the students are from rural communities. This list can be modified to include other schools through board motion based where the Board has determined that rural students make up a large portion of the student population of that school.

Additional Information:

Historically Fairview Avenue PS has qualified to receive this funding. However, due to the timing of the opening of Mapleview ES, Mapleview was not included on the Ministry's list. Senior Administration recommends that Mapleview ES be added to the list of schools eligible for Rural and Northern Education Funding.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business and Treasurer