



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Agenda**  
Catholic Education Centre  
322 Fairview Drive  
Brantford, ON N3T 5M8

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**Special Meeting of the Board  
Friday, August 2, 2019 ♦ 3:00 p.m.  
Trustees' Meeting Room**

**Trustees:**

**Members:** Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson

**Senior Administration:**

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer)

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**1. Opening Business**

**1.1 Opening Prayer**

*Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, for ever and ever. Amen*

**1.2 Attendance**

**1.3 Approval of the Agenda**

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**1.4 Declaration of Interest**

**2. Committee and Staff Reports**

**2.1 RFP #P – 1419 Broadband Internet Services**

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Presenter: Scott Keys, Superintendent of Business & Treasurer

**3. Adjournment**

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**Next meeting:** Tuesday, September 17, 2019, 7:00 p.m. – Boardroom

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: August 2, 2019  
Submitted by: Mike McDonald, Director of Education & Secretary

### RFP #P-1419 BROADBAND INTERNET SERVICES

Public Session

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#### **BACKGROUND INFORMATION:**

Broadband internet services are currently provided through several different providers throughout Brant, Haldimand and Norfolk Counties with service levels that vary based on the geographical location of each site. In order to align the Board's broadband internet services and to take advantage of the Ministry of Education's Broadband Modernization Program (BMP), all current services with existing providers are on a month-to-month basis.

The Ministry's BMP is intended to provide an adequate level of broadband connectivity (1 mbps per student/administrator) to all Ontario students and staff within the education sector at an affordable price, to enhance student achievement and well-being through connected, innovative learning environments. The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) has been allocated Ministry funding in the amount of approximately \$450,000 in support of this initiative with approximately \$140,000 remaining to be released to the Board following completion of this RFP #P-1419.

RFP #P-1419 was approved for issuance by the Board of Trustees on May 5, 2019. This purpose of this report is to award the contact to provide broadband internet services to all sites throughout the BHNCDSB.

With the approval of the Board of Trustees, this critical initiative can proceed, and we look forward to the powerful impact and benefits this will have on our students and their initiatives to benefit from evolving learning opportunities and teaching practices.

#### **DEVELOPMENTS:**

The Board issued RFP #P-1419 on May 13, 2019. All questions were closed on June 7, 2019 and the RFP was closed on June 18, 2019. A two-envelope system was used to evaluate the proposals received from the proponents, in order to ensure that the vendor being retained was both qualified and cost efficient.

Envelope #1 included the proponent's qualifications and experience, project and implementation schedule, proponent information and technical requirements. The evaluation of Envelope #1 was completed by a cross-functional evaluation team consisting of the following Trustee and Board staff:

- Chair of the Board
- Superintendent of Business & Treasurer
- Corporate Services Advisor
- Manager of Information Technology
- Network Administrator

Evaluations were based upon the following criteria; a maximum of 310 points were available:

- Mandatory requirements – pass/fail
- Company background, qualifications and references – 19.0%
- Customer Service, Support and Warranty Requirements – 24.0%
- Project management, training and monitoring and reporting – 18.0%
- Potential Value-Add Services – 11.5%
- Broadband Internet Requirements – 27.5%

Proposals were received from the following proponents:

- Bell Canada
- Brantford Hydro Inc.
- Eastlink
- KWIC Internet

The second envelope, which remained sealed until all other stages of the review process were complete, contained the respondents quoted price to undertake the services. A maximum of 200 points were available.

Proponents could bid on as many or as few circuits/sites as they wished and were independently evaluated/costed on each location. Appendix A indicates the successful proponent for each location, who received the highest combined score, based on a tally of the points awarded for their technical proposal and their proposed cost.

### ***Financial Impact***

Appendix A also outlines the one-time capital costs of approximately \$101,640 associated with converting certain sites to fibre transport type and additional infrastructure to meet the needs of our broadband requirements. The Board's operating costs for the broadband internet services is approximately \$141,000 annually, representing about \$79,000 in annual savings over the next five years.

The overall project award for all successful proponents for each location with a five-year guarantee in pricing is approximately \$808,500. This includes both capital and operating costs.

As noted above, through the Ministry's BMP, funding is expected to be made available to cover the capital and other implementation costs.

### **RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the award of RFP - #P1419 Broadband Internet Services to the proponents specified in Appendix A of this report; subject to successful negotiations of service contracts with each vendor; as approved by the Board.

Appendix A  
Contract Award by Location

School/Location	Successful Proponent	Previous Transport Type	New Transport Type	Capital Costs	Annual Increase/ (Savings)
Assumption College School	Brantford Hydro	Fibre	Fibre		-\$7,020.00
Blessed Sacrament School	Brantford Hydro	Cable	Fibre	\$6,500.00	-\$1,799.76
Christ the King School	Brantford Hydro	Fibre	Fibre		-\$4,500.00
Holy Cross School	Brantford Hydro	Fibre	Fibre		-\$4,500.00
Holy Family Catholic Elementary School	Brantford Hydro	Fibre	Fibre	\$8,500.00	-\$3,180.00
Holy Trinity Catholic High School	Brantford Hydro	Fibre	Fibre		\$2,640.00
Jean Vanier Catholic Elementary School	Brantford Hydro	Fibre	Fibre		-\$3,600.00
Notre Dame School (Caledonia)	Brantford Hydro	Fibre	Fibre		-\$4,620.00
Notre Dame School (Brantford)	Brantford Hydro	Fibre	Fibre		-\$4,200.00
Our Lady of Fatima School	Eastlink	Cable	Fibre	\$9,000.00	\$601.20
Our Lady of Providence	Bell	Cable	Fibre		\$2,317.20
Resurrection School	Brantford Hydro	Cable	Fibre	\$48,940.00	-\$599.88
Sacred Heart School (Paris)	Bell	Cable	Fibre		\$7,500.24
Sacred Heart School (Langton)	Brantford Hydro	Cable	Fibre	\$300.00	-\$299.40
St. Basil Catholic Elementary School	Brantford Hydro	Fibre	Fibre		\$4,320.00
St. Bernard of Clairvaux School	Brantford Hydro	Cable	Fibre	\$14,000.00	\$2,973.60
St. Cecilia's School	Brantford Hydro	Fibre	Fibre		-\$4,980.00
St. Frances Cabrini School	Brantford Hydro	Fibre	Fibre		-\$4,200.00
St. Gabriel Catholic Elementary School	Brantford Hydro	Fibre	Fibre		\$4,380.00
St. John's College	Brantford Hydro	Fibre	Fibre		-\$10,380.00
St. Joseph's School	Brantford Hydro	Fibre	Fibre		-\$1,800.00
St. Leo School	Brantford Hydro	Fibre	Fibre		-\$3,600.00
St. Mary's School	Brantford Hydro	Fibre	Fibre		-\$5,400.00
St. Michael's School (Walsh)	KWIC	Fibre	Fibre		-\$2,400.00
St. Michael's School (Dunnville)	Brantford Hydro	Fibre	Fibre		-\$4,620.00
St. Patrick's School	Brantford Hydro	Fibre	Fibre		-\$5,520.00
St. Peter School	Brantford Hydro	Fibre	Fibre		-\$4,500.00
St. Pius X Catholic Elementary School	Brantford Hydro	Fibre	Fibre		-\$3,600.00
St. Stephen's School	Brantford Hydro	Fibre	Fibre		-\$5,400.00
St. Theresa School	Brantford Hydro	Cable	Fibre	\$14,400.00	-\$4,174.80
<b>School Totals</b>				<b>\$101,640.00</b>	<b>-\$70,161.60</b>
IT Services Building	Brantford Hydro	Fibre	Fibre		-\$21,720.00
Catholic Education Center *	Brantford Hydro	Fibre	Fibre		\$8,820.00
St. Mary CLC	Brantford Hydro	Fibre	Fibre		\$1,800.00
Facilities Department	Brantford Hydro	Fibre	Fibre		\$1,800.00
<b>Admin Building Totals</b>				<b>-</b>	<b>-\$9,300.00</b>
<b>BHNCDSB Totals</b>				<b>\$101,640.00</b>	<b>-\$79,461.60</b>

Note (\*): The CEC also includes services associated with St. Patrick's (Brantford)