



**STAFF REPORT
ACTION REQUIRED**

Adobe Licenses – Award of Contract

Date: January 26, 2026

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval to award a contract to CDW Canada Corporation for the supply of Adobe software licenses and subscriptions for use by both staff and customers. This award supports TPL's digital literacy programming and operational efficiency goals outlined in the 2025–2029 Digital Strategy. The contract will leverage Ontario Education Collaborative Marketplace (OECM)'s Value-Added Reseller (VAR) roster to ensure competitive pricing and administrative efficiency.

The initial contract term will commence January 21, 2026, to January 20, 2029, with two optional one-year extensions to January 20, 2031. The total potential value of the contract is \$1,188,000 excluding Harmonized Sales Tax (HST) over a five-year period.

To benefit from advantageous pricing and administrative efficiencies, TPL leveraged the OECM roster of VARs for software licensing products and related services. A second-stage competitive process was conducted to secure pricing.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. award the contract to CDW Canada for the supply of Adobe software licenses for a five-year term at a cost of approximately \$1,188,000 excluding HST, comprised of a three-year term from January 21, 2026 to January 20, 2029 with a contract value of \$643,000; and
2. two one-year optional renewal periods for a total potential additional contract value of \$545,000, coverage periods January 21, 2029 to January 20, 2030 and January 21, 2030 to January 20, 2031 respectively.

FINANCIAL IMPACT

The total potential value of the commitment to CDW Canada for the supply of Adobe licenses is \$1,188,000 excluding HST. The estimated operating costs are shown in the following table.

Description	2026 – 2029	2030	2031	Total
Adobe licenses cost	\$643,000	\$259,500	\$285,500	\$1,188,000

Funding for the initial annual license fees in the initial term is included in the 2026 operating budget submission. Funding for future annual license costs will be included in future years' budget submissions.

The Director, Finance & Chief Financial Officer has reviewed this financial impact statement and agrees with it.

ALIGNMENT WITH STRATEGIC PLAN

This award for Adobe software licenses and subscriptions directly supports TPL's Digital Strategy priorities:

- **Priority 1: Digital Services and Spaces** – Provides customers with seamless, reliable access to modern digital tools, enhancing digital literacy programming and complementing physical collections.
- **Priority 3: Connected Workplace** – Equips staff with industry-standard tools to streamline workflows, improve collaboration, and deliver high-quality digital content.

EQUITY IMPACT STATEMENT

Access to Adobe licenses and subscriptions supports equitable digital literacy programming and ensures staff can deliver inclusive services across all communities. This initiative aligns with TPL's equity lens by enabling staff to create accessible content and resources for diverse audiences.

DECISION HISTORY

At its meeting on April 22, 2025, the Library Board approved TPL's [2025-2029 Digital Strategy](#), which includes objectives for modernized digital services and staff enablement. This award directly supports those objectives.

COMMENTS

Adobe products are industry-standard tools for content creation, accessibility compliance, and digital engagement. They enable TPL to deliver high-quality digital resources and programming for staff and customers. Additionally, Adobe products enable streamlined internal workflows improving operational efficiency.

On December 4, 2025, TPL issued a Request for Quotation (RFQ) to the three shortlisted VARs on OECM's roster for Category B – Adobe Licenses to establish a vendor of record for the supply of Adobe licenses. The initial contract term is from January 21, 2026, to January 20, 2029, with two one-year optional extensions from

January 21, 2029, to January 20, 2031. Two compliant bids were received before the submission deadline on January 5, 2026. CDW Canada is recommended for award as the proponent with the lowest bid meeting the specifications and all requirements of the RFQ.

CONTACT

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SIGNATURE

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