

THE CITY OF TORONTO

City Clerk's Office

Minutes of the Administration Committee

Meeting No. 9 To be confirmed

Wednesday, September 22, 2004

The Administration Committee met on September 22, 2004, in Committee Room No. 1, City Hall, Toronto, commencing at 9:30 a.m.

* Councillor	Public 9:30 a.m. to 11:50 a.m.	In-Camera 11:50 a.m. to 12:30 p.m.	In-Camera 2:15 p.m. to 3:35 p.m.	Public 3:35 p.m.
Councillor Michael Walker, Chair	X	X	X	X
Councillor Janet Davis, Vice-Chair	X	X	X	X
Councillor Shelley Carroll	X	X	X	X
Councillor Frank Di Giorgio	X	X	X	X
Councillor Rob Ford	X	X	-	-
Councillor Doug Holyday	X	X	X	X
Councillor Frances Nunziata	X	X	X	-
Councillor Sylvia Watson	X	X	X	X

* Members were present for all or part of the meeting.

Councillor Milczyn was also present.

Declarations of Interest Pursuant to the Municipal Conflict of Interest Act.

None declared.

9.1 Supply, Delivery and Installation of Desktop and Notebook Computers and Related Products and Services - Request for Proposal 3401-04-3216

The Administration Committee gave consideration to a report (September 14, 2004) from the Commissioner, Corporate Services and the Chief Financial Officer and Treasurer advising on the results of the Request for Proposal (RFP) No. 3401-04-3216 for the Supply, Delivery and Installation of Desktop and Notebook Computers and Related Products and Services and seeking authority to enter into

an Agreement with the recommended proponent Compugen Inc. for the period ending October 31, 2006.

Recommendations:

It is recommended that:

- (1) recommendations 2 through 5 be submitted to Council through the Administration Committee for approval;
- (2) the appropriate City officials be authorized to enter into an Agreement with Compugen Inc., the highest overall scoring proponent meeting the requirements with the lowest cost proposal of those firms which completed the evaluation process, for the period ending October 31, 2006 for the provision of products and services as identified in the RFP in the amount not to exceed \$38,460,000 including all taxes and charges for the following three components:
 - (i) the TELS project in the amount not to exceed \$31,723,000 including all charges and taxes;
 - (ii) Social Services in the amount not to exceed \$4,691,000 including all charges and taxes and;
 - (iii) other departmental acquisitions in the amount not to exceed \$2,046,000 including all charges and taxes;
- (3) the previously approved 90-day RFQ process for the supply and delivery of desktop and notebook computers, and printers be replaced with this resulting Agreement;
- (4) the report of the Fairness Monitor which is attached as Appendix A be received; and
- (5) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

The Committee also had before it:

- communication (September 20, 2004) from the e-City Committee forwarding action taken by the Committee on September 20, 2004.

Recommendation:

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The e-City Committee recommended to the Administration Committee that Recommendation (4) of the report (September 14, 2004) from the Commissioner, Corporate Services and the Chief Financial Officer and Treasurer be amended to read:

- (4) the report of the Fairness Monitor which is attached as Appendix A be received; and the Commissioner of Corporate Services be requested to report to the Administration Committee on how to better define criteria and compliance terms in future Requests for Proposals; and”

and in accordance with Recommendation (1) of the report submits recommendations 2 through 5 for approval by Council through the Administration Committee;

- submission (undated) from Dan King, Civic Efficiency Group, Dan King & Associates;
- report (September 21, 2004) from the Chief Financial Officer and Treasurer responding to the e-City Committee's request that the Chief Financial Officer and Treasurer submit to the September 22, 2004 meeting of the Administration Committee, information on the commonality of the reasons for vendors who responded with "No Submission" to the Request for Proposals.

Recommendation:

It is recommended that this report be received for information;

- presentation material (undated), titled “TELS Technology End of Lease Strategy – Supply, Delivery and Installation of Desktop and Notebook Computers and Related Products and Services – Request for Proposal 3401-04-3216, submitted by Marine Perran, Director, Department Services, Information and Technology, Corporate Services;
- submission (September 22, 2004) from Dan King, Civic Efficiency Group, Dan King & Associates;
- Addendum 3 (July 23, 2004) to Request for Proposal 3401-04-3216, submitted by Dell Computer Corporation; and
- submission (undated) from Jim Copp, Account Executive, Dell Computer Corporation.

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Marine Perran, Director, Department Services, Information and Technology, Corporate Services, gave a presentation to the Committee on this matter.

Michael Killeavy, Knowles Consulting Services Inc., answered questions from the Committee.

The following persons addressed the Committee:

- Jim Copp, Account Executive, Dell Computer Corporation;
- Gordon Brown, Nexinnovations; and
- Dan King, Civic Efficiency Group, Dan King & Associates.

Councillor Davis assumed the Chair at 11:35 a.m.

Councillor Walker resumed the Chair at 11:50 a.m.

On motion by Councillor Walker, with Councillor Davis in the Chair, the Committee adjourned its public session at 11:50 a.m. to meet in-camera to consider a matter relating to the security of the property of the municipality or local board.

The Committee resumed its public session at 3:35 p.m.

The Administration Committee recommended to City Council, for its meeting on September 28, 2004, that:

- (1) on motion by Councillor Holyday, the staff recommendations (2) to (5) in the Recommendations Section of the report (September 14, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer be adopted subject to amending Recommendation (4) as recommended by the e-City Committee, so as to read:

“(2) the appropriate City officials be authorized to enter into an Agreement with Compugen Inc., the highest overall scoring proponent meeting the requirements with the lowest cost proposal of those firms which completed the evaluation process, for the period ending October 31, 2006 for the

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provision of products and services as identified in the Request For Proposals in the amount not to exceed \$38,460,000 including all taxes and charges for the following three components:

- (i) the Technology End of Lease Strategy project in the amount not to exceed \$31,723,000 including all charges and taxes;
 - (ii) Social Services in the amount not to exceed \$4,691,000 including all charges and taxes and;
 - (iii) other departmental acquisitions in the amount not to exceed \$2,046,000 including all charges and taxes;
- (3) the previously approved 90-day RFQ process for the supply and delivery of desktop and notebook computers, and printers be replaced with this resulting Agreement;
- (4) the report of the Fairness Monitor which is attached as Appendix A be received and the Commissioner of Corporate Services be requested to report to the Administration Committee on how to better define criteria and compliance terms in future Requests for Proposals; and
- (5) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.”;
- (2) on motion by Councillor Watson, the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer, in consultation with the City Solicitor, be requested to report to the Administration Committee with a mechanism that would enable the Administration Committee to

become involved at an early enough stage of a procurement process to ensure that the Committee is able to give meaningful direction and input to any proposal or decision; and

- (3) on motion by Councillor Watson, the wording of the Request for Proposals documents be reviewed and amended to ensure that there is specificity and clarity concerning the process of evaluation so that proponents have a clear understanding of what is required of them, and that the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer, in consultation with the City Solicitor, report on such amendments to the Administration Committee.

(Clause 1, Report 7)

The Committee adjourned its meeting at 3:40 p.m.

Chair